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ABSTRACT

The administration and faculty of Elizabethtown College are governed by the 1974 edition of the faculty handbook which outlines the college's purpose and its affiliation with the Church of the Brethern. Among the areas detailed are campus government; policies and procedures covering the faculty, agreement between the professional community of the college and the president of the college, professional responsibilities and policies, academic and other services to the staff; the fiscal policy, safety policies, student affairs, and policy and procedure for employment and termination of nonacademic personnel; and the college program. (JMF)

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THE ELIZABETHTOWN COLLEGE ADMINISTRATION AND FACULTY MANUAL

The Elizabethtown College Administration and Faculty Manual has been designed as a reference book of College policy and procedure. It provides in convenient and authoritative form organizational and procedural information for successful participation in the professional life of the College. It is intended to give a succinct but comprehensive account of matters and policies relating to the continued development of College programs.

It is hoped that by reference to this volume members of the professional staff may come to know Elizabethtown College more thoroughly than would be possible by chance experience and prolonged inquiry. The Office of the Executive Vice President will distribute up-dated pages of policy changes and additions from time to time during the coming years.

Third Edition
September, 1974
Office of the Executive Vice President

HE 007 194

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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ELIZABETHTOWN COLLEGE

January 13, 1975

TO: Faculty and Administrators

FROM: Wayne L. Miller

RE: Changes in Professional Manual

Changes continue to take place in the Manual. You should insert the extra sheets as indicated at the top of each and write in the minor changes as listed below.

Page 112,d Change Wednesday to Tuesday and 8:30 a.m. to 8:00 a.m.

The following Index additions are suggested:

	Page
Affirmative Action Policy	45a
Athletic Practices	138a
Conferences	20a
Fees for Off Campus Programs	117a
Handicapped Students	139
Liability Insurance	109a
Student Assistants	93

F. Director of Conferences

The Director of Conferences shall be responsible for the promotion, coordination, scheduling, and evaluation of all Campus and non-Campus conference groups using the facilities of the College throughout the year. In this capacity, the Director shall maintain a close working relationship with College personnel whose services are involved in the implementation of conferences on the Campus and at the Cameron Conference Center.

The Director of Conferences shall be responsible to the Director of Public Affairs.

Among the specific duties of the Director of Conferences shall be the following:

A. Promotion

1. To carry on an aggressive program of promotion to attract conference groups, including an emphasis on direct mail and personal contacts with educational, cultural, governmental, religious, and business organizations and agencies.

B. Prior to Conferences

1. To bring to Campus the key person or persons representing a given conference group for purposes of acquainting them with facilities, equipment, services, and policies.

2. To confer with those campus officials whose cooperation and involvement will be needed in any conference operation, i.e., food service, housing maintenance, safety, student activities, athletics, etc.

3. To ascertain that the projected activities and objectives of the conference group and its sponsoring organization are in harmony with the aims and purposes of Elizabethtown College.

4. To ascertain whether, in fact, the College can meet the specific requirements of the conference group with regard to facilities, services, equipment and personnel.

5. To establish the dates of the proposed conference.

6. To clear and coordinate in writing all arrangements for the conference with the appropriate members of the College Staff.

7. To maintain an ongoing contact with the designated representative of the conference group with reference to changes in the conference program and/or needs.

C. During Conferences

1. To welcome the conference group to the Campus and to make certain that all participants are accommodated as per prior arrangements.

2. To maintain daily liaison with the conference leaders, giving consideration to special needs, problems, or other matters of concern to the conference or the College.

D. After Conferences

1. To evaluate the conference with regard to the following factors: the attitudes and behavior of participants, the degree of cooperation exhibited by conference leaders, the effectiveness of Campus personnel and services, the adequacy of Campus facilities and equipment, the public relations value of the conference, the desirability of asking the group to return, etc.

2. To write a letter to the conference leader thanking him/her for selecting the College as the conference site and requesting an evaluation of the conference experience with emphasis on the College's personnel, services, equipment and facilities.

E. General Duties

1. To establish a rate structure for conferences after consultation with the Director of Food Services, the Director of Housing, and the Business Manager.

2. To oversee the work of the Manager of the Cameron Conference Center.

3. To confer regularly with the Director of Public Affairs on the planning and implementation of the conference program.

4. To prepare an annual report on the conference program for the Director of Public Affairs. The report shall include data on number and type of conferences, number of guests served, revenues and expenditures, and an overall evaluation with recommendations.

5. To assist as needed in implementing the program of the Department of Public Affairs.

11/1/74

Openings Anticipated for September 1975

I. NORTHEAST Connecticut: U. of Bridgeport, Quinnipiac C. Massachusetts: Simmons C., Springfield C., Williams C. New Hampshire: New England C. New Jersey: Rutgers U., Stevens Institute of Technology, Upsala C. New York: Alfred U., Bard C., Clarkson College of Technology, Columbia University College of Pharmaceutical Sciences, Finch C., Hartwick C., Hobart and William Smith C., Hofstra U., Keuka C., State University of New York (Buffalo), Pace U., Polytechnic Institute of New York,[1] Pratt Institute, Rochester Institute of Technology, St. Lawrence U., Sarah Lawrence C., Syracuse U., Wells C. Pennsylvania: Albright C., Bucknell U., Eastern C., Elizabethtown C., Geneva C., Keystone Jr. C., Lebanon Valley C., Moore College of Art, Moravian C., Muhlenberg C., Philadelphia College of Art, Philadelphia College of Pharmacy and Science, U. of Pittsburgh, Susquehanna U., Temple U., Ursinus C., Widener C., Wilkes C. Vermont: Norwich U.

II. SOUTH ATLANTIC District of Columbia: American U., Gallaudet C. Florida: Florida Southern C., U. of Florida (Gainesville), Rollins C., Georgia: Oglethorpe C., Shorter C. Maryland: Hood C., Washington C., Western Maryland C. North Carolina: Salem C. South Carolina: Coker C., Wofford C. Virginia: Bridgewater C., Mary Baldwin C., Randolph-Macon C. (Ashland), Randolph-Macon Woman's C. (Lynchburg), U. of Richmond, Stratford C., Virginia Military Institute.

III. SOUTH CENTRAL Alabama: Huntingdon C. Kentucky: Berea C., U. of Louisville, Union C. Louisiana: Tulane U. Mississippi: Millsaps C. Texas: Baylor U., Dallas Baptist C., Mary Hardin-Baylor C., Trinity U.

IV. NORTH CENTRAL Illinois: Aurora C., Bradley U., Elmhurst C., Illinois C., Illinois Institute of Technology, Judson C., Monmouth C., Rockford C., Roosevelt U. Indiana: Butler U., Franklin C., Hanover C., Indiana Central C., Valparaiso U. Kansas: McPherson C. Michigan: Adrian C., Hillsdale C., Kalamazoo C. Minnesota: Hamline U. Missouri: Culver-Stockton C., Drury C., U. of Missouri, Park C., Washington U., Westminster C. Ohio: Baldwin-Wallace C., Defiance C., Denison U., Marietta C. Wisconsin: Northland C.

V. WEST California: Mills C., U. of the Pacific, U. of Southern California. Oregon: Linfield C., Pacific U., Willamette U. Utah: Westminster C. Washington: Whitworth C.

Please note: [1] Polytechnic Institute of New York was formerly Polytechnic Institute of Brooklyn.

5,a,(6) Excess Third Party Liability Insurance - All employees using their personal cars for College business are protected by an Excess Third Party Liability Policy. Under this policy the College carries an additional $1,000,000 protection. This coverage becomes effective after the owners underlying insurance of $50,000 for property damage, $100,000 for each person, and $300,000 for each occurrence on bodily injury.

An employee carrying less than the above underlying limits is self-insured between his present limits of insurance and the 50/100/300.

10. FEES FOR OFF-CAMPUS PROGRAMS

This is to recommend the following fees for off-campus programs for Elizabethtown College effective spring semester, 1975.

1. OFF-CAMPUS PROJECTS INVOLVING NO SUPERVISION FROM CAMPUS PERSONNEL

The cost to the student in projects of this type shall be the tuition and fees assessed by the other institutions, plus a fee of $100 paid to Elizabethtown College for administrative expenses.

Examples: Study in Ghana, Merrill Palmer Institute, Brethren Colleges Abroad

2. PROJECTS INVOLVING SOME SUPERVISION FROM CAMPUS PERSONNEL

The cost to the student shall be Elizabethtown tuition less activities fees. From this tuition the College in turn pays to the other institution an amount agreed upon in its contract with the institution. The money paid by the student and the portion paid by the College to the cooperating institution is only for tuition and academic fees and does not cover room and board. The latter must be arranged and paid for by the student separately.

Examples: Smithsonian, Koinonia

3. MEDICAL TECHNOLOGY INTERNSHIP

The cost to the student shall be 10% of the Elizabethtown College tuition less activities fee. This fee will cover administrative expenses plus the coordination responsibilities involved in maintaining contractural arrangements with the hospitals offering medical technology education to our students. The student is responsible for paying tuition charged by the clinical hospital for the medical technology education. A fee paid to the college does not cover room and board. This must be arranged and paid for by the student separately.

4. PROJECTS INVOLVING INSTRUCTIONAL OR CONSIDERABLE SUPERVISION FROM ON-CAMPUS PERSONNEL

The cost to full-time students in projects of this kind shall be the college's comprehensive fee. Part-time students engaged in these projects shall pay the part-time rate for credit-hours, the activity fee, and $150 to cover the supervisory expenses. In the case of student teachers, the College pays a small fee to the school where the teacher is doing his internship and it remunerates the resident student teacher the college cost of his lunch.

Examples: Capital semester, student teachers, social work, and other college supervised field studies for which students are getting credit.

The appropriate Chairman and Dean will recommend all new programs to one of these four levels for Administrative Committee approval.

12. Sports

The unwritten rule that athletic practices at Elizabethtown College do not begin before 4:00 p.m. is a college-wide policy.

Procedure approved by Administrative Committee, 11/27/74

13. Handicapped Students

a. Every handicapped student must have an interview with an admissions counselor. Admissions personnel will tell prospective students, who happen to be handicapped, the pros and cons of Elizabethtown College as they are related to the handicapped individual. That is, we should tell it like it is. (Do not have ramps into all of the buildings, do not have appropriate rest room facilities for the handicapped, do not have elevators in all the buildings, etc.)

b. There shall be a cut-off date, six weeks prior to the opening of school, after which those handicapped students who need special study aids from the library will not be admitted.

c. The screening committee that is used for evaluating the handicapped student and for assessing needs includes the following members: Housing Director, College Nurse, Librarian, Safety Director, Dean of the Faculty, Director of Financial Aid, and the Director of Placement. This committee will be called together, as needed, by the Director of Admissions.

d. Prior to final enrollment, the severely handicapped students (severely crippled, blind, etc.) must see one of the members of the counseling staff for the expressed purpose of appropriate academic scheduling. The results of this counseling session shall be shared with the other members of the academic community that will be directly affected by this student. This will enable the Librarian, in particular, to order the necessary materials needed for the success of that particular handicapped student.

e. The college will begin to immediately move in the direction of making the appropriate renovations in our already established buildings as possible. This means that those buildings without ramps should have ramps installed and we should begin looking into the possibility of renovating a few additional bathrooms in the key academic buildings.

f. The admissions application will contain a form that a handicapped student must sign giving permission to share the information concerning the handicap with the appropriate administrators and faculty members.

Delete IV, A, 1, a on page 45 and insert.

ELIZABETHTOWN COLLEGE

October 1974

I. Affirmative Action Policy*

It is the policy of Elizabethtown College that no discrimination exist on the grounds of race, color, religion, sex, national origin, or age, except where age or sex is a bona fide occupational qualification. The College seeks to employ persons with excellent credentials and outstanding professional and personal qualifications.

This policy is to be implemented throughout the College and is the responsibility of all departments and personnel, supervisory and nonsupervisory. The particular ways in which this policy and its implicit goals are to be achieved are the essence of the Affirmative Action Program.

In order to insure consistent endeavor and progress toward the goal of equal opportunity, the Director of Affirmative Action, who is responsible directly to the Office of the President, has been assigned the responsibility for monitoring compliance with the College policy.

Elizabethtown College's Affirmative Action Program is a positive plan designed to provide equal opportunity and an atmosphere of nondiscrimiration with respect to women and minority people. Minority people are defined in Executive Order 11246 as including: Spanish-surnamed-American, American Indian, Afro-American, and Oriental-American. The Equal Opportunity Employment portion of the program is designed to increase materially the utilization of minority group persons and women at all levels and in all segments of the College's work force and student body, and the work forces of those with whom it contracts.

II. Statement of Responsibility

The responsibility for assuring the Affirmative Action Program's implementation has been delegated by the President to the Director of Affirmative Action. The responsibility for assuring the continuing success of Affirmative Action rests in the hands of each member of the Elizabethtown College community.

The Director of Affirmative Action will design and implement a reporting and auditing system. Statistical reports shall be maintained about recruiting and employment in general and of minority persons and women in particular. A periodic report will be made to the Office of the President and through him to the Board of Trustees.

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*Adopted by the Board of Trustees October 26, 1974.

An Affirmative Action Council will be established, made up of one (1) representative employee from each group listed in Executive Order 11246, in so far as represented in the College community, i.e. Spanish-surnamed-American, American Indian, Afro-American, and Oriental-American, two (2) women employees appointed by the President in consultation with the Chairman of the Personnel Council, three (3) students elected by the Student Senate, an administrator and a faculty member elected by each of their respective Divisions, and a Trustee appointed by the Chairman of the Board of Trustees. The Affirmative Action Officer shall be an ex officio member without vote.

III. Recruitment of Staff

In order to achieve its immediate and long-range goals, the College will engage in active recruitment of minority and women candidates. To actively recruit means consciously reaching out to make certain that minority and women candidates are identified, made familiar with, and encouraged to apply for the positions available.

IV. Education, Facilities and Placement

Admissions and Recruitment

In no case will race, color, religion, national origin, sex, or age be used by the College in admissions and recruitment so as to discriminate against any person. The College will continue a recruitment program to increase the number of minority applicants and, within its financial resources, will seek to enroll a potentially successful student body.

Financial Aid

In no case will race, color, religion, national origin, sex or age be used so as to discriminate against any person.

General Studies

The College provides, within the framework of its financial ability, a program of General Studies to assist all students who need to strengthen their learning skills or receive advice and counseling as a prerequisite to having a successful college experience.

Placement

The College will work through the Placement Office to discover opportunities for the placement of minority graduates and will make its placement services available only to those firms and school systems which subscribe to and comply with Federal Executive Orders 11246 and 11375 and supporting Commonwealth laws. A "Certificate of Non-Segregated Facilities" will be secured and filed from such firms and schools with the Director of Affirmative Action.

Facilities and Activities

All College facilities and activities will continue to be maintained on a non-segregated basis.

V. Contracts and Purchasing

All contractors will be notified of Federal Executive Orders 11246 and 11375 and supporting Commonwealth laws and the College will secure an executed "Certificate of Non-segregated Facilities" from each contractor and vendor. A copy of the executed certificate will be retained in the files of the Director of Affirmative Action.

VI. Dissemination of Policy

It is important that each member of the Elizabethtown College Community be aware of and support the Affirmative Action Program.

Internal Dissemination

1. An Affirmative Action file and library will be established and maintained by the Director of Affirmative Action.

2. Affirmative Action information will be released periodically through News and Notes.

3. Appropriate briefing sessions will be held with all persons involved in supervisory capacities to acquaint them with this policy, give guidance in carrying out the policy, and to discuss employment problems of minority groups and women.

4. The College employee manuals will include, but not be limited to, detailed information on Affirmation Action aspects and functions of the college community.

5. This Affirmative Action policy will be printed in employee manuals and in the Student Handbook.

External Dissemination

1. All primary recruitment and advertising sources will be informed of the College's policy requiring discrimination-free recruitment and hiring practices.

2. Included in all advertisements and personnel manuals is the wording, "Elizabethtown College is an Equal Opportunity/Affirmative Action Employer."

3. The College's commitment to its Affirmative Action Program shall be conveyed to organizations, community agencies, community leaders, secondary schools, community colleges, churches and social groups within the primary service area.

VII. Complaint Procedure

With the above policy in mind, any member of the Elizabethtown College Community who believes he has been subject to discriminatory procedures or acts is advised to take the following action:

1. The complainant should discuss the matter with his immediate supervisor. The matter may be concluded at this point by common consent.

2. If the complainant is not satisfied with his supervisor's action he may then submit a written appeal to the chief administrative officer of the area in which he works. The appeal shall be submitted within ten (10) working days of the conversation in (1) above and the chief administrative officer shall give his written decision within ten (10) additional working days.

3. If the complainant continues to be dissatisfied he may submit a written appeal to the President of the College within ten (10) working days of the date of the decision in (2) above. Within ten (10) additional working days the Director of Affirmative Action, after reviewing the case with the Affirmative Action Council, shall present a complete written report of the complaint to the President with a recommendation for action. The President may make whatever additional investigation he desires and will render his decision within ten (10) working days after receiving the above report from the Director of Affirmative Action. The President's written decision is the final decision on campus.

4. Further complaints may be made to:

The Pennsylvania Human Relations Commission
100 North Cameron Street
Harrisburg, Pennsylvania 17120

or

The Equal Employment Opportunity Commission
Department of Health, Education and Welfare
219 North Broad Street
Philadelphia, Pennsylvania 19107

In the case of the PHRC the time limit is 90 days. A complaint must be filed with the EEOC not more than 180 days following the alleged violation.

The Affirmative Action Director may be appealed to by the complainant at any level of this process and will function in a fact finding-mediation role should such a request arise.

February 26, 1975

MEMORANDUM

TO: All Members of Community Congress

FROM: Wayne L. Miller

RE: Professional Manual

The attached paper on Policy and Procedures on Family Education and Privacy Act of 1974 is for insertion in the Professional Manual.

Dean Zirkle will stay after Community Congress to discuss it with you.

I. Policy and Procedures on Family Education and Privacy Act of 1974 Including House Joint Resolution 40

1. Definitions:

As used in these guidelines, the following words or phrases shall have the meanings ascribed to them:

"Directory Information" - Would include the following student information placed in the student directory: student names, addresses, home towns, field of study, class, student number.

"Student" - All individuals who have matriculated at Elizabethtown College since Nomvember 19, 1974, and who are currently enrolled at said college.

"College Official" - The administrative officer who is in charge of the office where the official record is maintained.

"Official Record" - All records, files and data relating to the student, including material incorporated into a cumulative record folder, and intended for school use; specifically included herein are identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

"Authorized Person" - Individuals permitted to review an official record, upon compliance with the requirements of paragraph j. hereof.

2. Exceptions:

a. Private notes and other materials created by individual school personnel (teachers, deans, doctors, etc.) as memory aids will not be available to parents or students provided they are not revealed to another person.

b. Students may not directly inspect medical, psychiatric or similar records which are used solely in connection with treatment. Such records would be available to recognized professionals and paraprofessionals.

c. With respect to hearings provided for in the Buckley Amendment, the new amendments make it clear that parents' or students' contesting of a given grade is not a ligitimate objective of a hearing.

d. Students do not have the right to see financial records of their parents.

3. Policy and Procedures

a. Review of students' records by individual students applies retroactively to comply with the guidelines set forth in the Family Educational Rights and Privacy Act of 1974. Students shall not have the right to see confidential letters and statements of recommendation placed in education records prior to January 1, 1975, provided that they are not used for purposes other than those for which they were intended. And students may waive their rights of access to confidential recommendations in three areas--admissions, job placement and receipt of awards. To protect students from wholesale abuse of such continued possibility of confidentiality, the amendments require that a student be notified of the names of all persons making confidential recommendations, if he does agree to waive his right of access. This notification would include not only those individuals suggested by the student as possible reference, but also any others solicited by the institution or volunteering their comment.

b. With regard to letters of recommendation for a student at Elizabethtown College, two further clarifications are included. The use of confidential recommendations is limited solely to the purpose for which they were specifically intended. Such recommendations should not become a part of the student's on-going file and serve as a basis for continued official decision-making for purposes other than for which letters were originally submitted. Second, the "student" to whom the right of access belongs is defined as any person concerning whom the educational agency maintains education records or personal information, but does not include anyone who has not been in attendance at such agency or institution. This means that the rejected applicant for admission is not given the right under the Buckley Amendment to see and challenge his letters of recommendation, nor does the amendment give him the right to challenge the institution's decision not to admit him. Such a right accrues only to the individual who actually attends the institution. For the purpose of this definition, a student who is only auditing a course, but on whom the institution maintains a personal file, would be included in the Amendment's coverage.

c. A student will, upon request, be given access to ALL his/her official records. Records obtained in the Admissions Office (D. Paul Greene, Director), Placement Office (James R. Hilton, Director), Health Center (Lauretta Hynicker, Director), Counseling Center (Kenneth Zirkle, Dean of Student Affairs), Registrar's Office (Donald L. Neiser, Registrar), Safety Office (Hugh W. Harris, Director), Student Affairs Office (Kenneth Zirkle, Dean) as well as all other student records controlled by college officials, will be open to inspection upon written request or orally by the specific individual in the presence of the appropriate college official.

d. Procedurally, the student may make a written request to see a specific official record; such request must be made to the appropriate college official; the college official shall grant such request within a reasonable period of time, but in no case more than 45 days after the request has been made.

e. No evaluative materials may be removed from any college files by the students. However, students are entitled to one (1) copy of photostat of any material contained in their file. Costs (10¢ per page) shall be the responsibility of the individual student.

f. The college official in charge of a particular student file may catalog materials as INACTIVE. At the discretion of the college official in charge, INACTIVE records remain in the file but need not be circulated. These INACTIVE records may be viewed by the student.

g. Students will be permitted to submit a written/typed rebuttal which will be placed in his/her file concerning any material contained therein.

h. The appropriate college official has the right to inactivate incorrect, defamatory, outdated, or unfavorable evaluative or opinion records in the file. The official has wide authority to make such judgment with or without the consent of the student affected or the person who submitted the incorrect, defamatory, outdated, or unfavorable information. A qualifying exception is where a student's records have been communicated to a person outside the institution (Elizabethtown College); e.g., a potential employer. The student then shall be given the opportunity to view and copy the unfavorable information before it is inactivated or destroyed.

i. A student may challenge the material contained in his/her file as to whether such material is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Once such a challenge is made in writing, it will be the responsibility of the college official in charge of the file to determine the validity of the challenge. The college official shall make a written response to the challenge of the student, specifying the action taken. Should a factual error be found in any materials, the college official is authorized to make the appropriate correction. If the matter cannot be resolved on the basis of the exchange of the student's rebuttal and the college official's response, the student shall be afforded an opportunity for a hearing before the college official. Such hearing shall be scheduled within 15 days of the college official's response, during which time no material contained in the official record shall be released to any third person who is not a member of the faculty or staff at the college. (See exception c.)

j. The college official in charge of a particular student file is the legally responsible person charged with the responsible care and protection of the file. The college official is responsible for the release of a student's confidential records only to an authorized person. Before records are released to an authorized person, the college official shall obtain a written consent from the student specifying the records to be released, the reasons for such release, and to whom the records are to be released; a copy of the records to be released are to be made available to the student. Each of these college officials shall publicize to whom and/or for what purposes their particular student records may be circulated. THE COLLEGE OFFICIAL MAY ONLY RELEASE THE STUDENT'S RECORDS UPON THE WRITTEN REQUEST/APPROVAL OF THE STUDENT AS NOTED ABOVE. ANY PERSON LOOKING AT THE STUDENT'S FILE MUST SIGN THE APPROPRIATE DOCUMENT STATING THE DATE, SIGN HIS NAME, AND STATE THE REASON FOR LOOKING AT THE INFORMATION WITHIN THE FILE. SUCH DOCUMENT TO BE SIGNED BY THE THIRD PERSON SHALL CONTAIN THE FOLLOWING NOTATION: "I UNDERSTAND THAT PERMISSION TO REVIEW THIS FILE IS CONDITIONED ON THE FACT THAT I SHALL NOT PERMIT ANY OTHER PARTY TO HAVE ACCESS TO SUCH INFORMATION WITHOUT THE WRITTEN CONSENT OF THE STUDENT."

k. The law enforcement records of a law enforcement unit associated with Elizabethtown College would be excluded if its personnel are not allowed access to a student's education records, and if its records on a student are used solely for law enforcement purposes and are only available to other law enforcement officials of the same jurisdiction.

l. Elizabethtown College has the right to send grades to parents as long as the student is classified as a dependent.

These guidelines shall be published in the appropriate student documents such as the handbook and the college catalog and be distributed to all agencies doing regular business with the college. Such agencies would include high schools and employers. In addition, the guidelines shall be published in the college newspaper and posted on a bulletin board in the Baugher Student Center.

February 28, 1975

MEMORANDUM

TO: Faculty and Administration

FROM: Wayne L. Miller

You will find attached three additions to the Professional Manual.

The first is a correction. Our office has discovered that the statement on retirement benefits was omitted in the reorganization of the Manual. It is enclosed.

The second is a new car pool policy which was developed after consultation with both academic and administrative departments. This policy has been cleared through the Personnel Council.

The third addition on the Buckley Ammendment you received previously. Please place these in your Manual.

7. Retirement

Elizabethtown College participates in the retirement plan of the Teachers Insurance and Annuity Association of New York (TIAA). Unless previously affiliated with this plan in another institution, a new member of the faculty or a new administrator is not eligible to participate during his first two years. After two years at Elizabethtown he is eligible, and after three years participation is mandatory. The individual contributes 5% of his salary, which is withheld from salary checks, and the College matches this contribution.

TIAA provides a parallel retirement option in the College Retirement Equities Fund (CREF). Contributions made to CREF are invested in units of common stock and thus provide a variable income (TIAA provides a fixed income) upon retirement. Allocations of premiums between the two funds, may be made upon application to the Personnel Office at the option of the participant within a 25% to 75% range.

The faculty and administration of Elizabethtown College have covered employment under the Old Age and Survivors Insurance Act of 1950 (Social Security). The matched contributions of the College and the individual are over and above those contributed to TIAA.

Delete 5, p. 108, 109, 109a.

7. Car Pool Policy

a. College Car. A College car is available for use by faculty and administrative personnel on College business. Considerable savings can be achieved in departmental budgets by utilizing the College vehicle rather than one's personal automobile at 14¢ per mile. The charge for use of a college vehicle is determined by the College Business Manager.

(1) It is suggested that trips made by individuals in excess of a radius of 200 miles be taken via public transportation.

(2) Turnpike and parking fees shall be reimbursed.

(3) The College shall provide a vehicle for any employee who drives 20,000 or more miles per year on College business. These cars shall be placed in the motor pool during periods of vacation or such other items as not needed for the assigned use.

(4) Trips to and from downtown businesses and the Elizabethtown Train Station shall be reimbursed at the rate of 70¢ per trip when using private vehicles. This payment shall be made to individuals who make such trips on a regularly scheduled basis as a part of their job description.

(5) Our general insurance carrier demands that when individuals are requested to use their personal cars on College business for which they receive an expense allowance, the College should be sure that the primary car has the State required insurance. The carrier further recommends that the owner should carry insurance of $25,000 for property damage and $100,000/$300,000 for public liability. In some instances our basic requirement is that the insurance be at least the legal minimum which now is $5,000 for property damage and $10,000/$20,000 for public liability. Students without insurance may not be permitted to use their cars. Students must file, at the direction of the Administrator or Faculty member responsible, evidence of adequate insurance with the Office of the Treasurer.

(6) Excess Third Party Liability Insurance - All employees using their personal cars for College business are protected by an Excess Third Party Liability Policy. Under this policy the College carries an additional $1,000,000 protection. This coverage becomes effective after the owners underlying insurance of $50,000 for property damage, $100,000 for each person, and $300,000 for each occurrence on bodily injury.

An employee carrying less than the above underlying limits is self-insured between his present limits of insurance and the 50/100/300.

(7) Cars in the Car Pool are classified as follows:

(a) Class I (Permanently assigned)

A full size sedan is assigned permanently to the President.

A full size station wagon is assigned permanently to the Public Safety Department.

(b) Class II (General Car Pool Vehicles)

One 12-passenger van*

One full size station wagon (9 passenger)

One sub-compact vehicle

These cars will be assigned on a first-come, first-served basis, with priority given to those requests for travel in excess of 100 miles (round trip) if such requests are received within 72 hours before time of requested departure.

(c) Class III (Specific Use Vehicles)

One compact sedan - Admissions Office

Two four-door compact sedans - Development Office

These vehicles have been assigned to a specific department or individual in order to carry out assigned responsibilities. Whenever the car is not needed for these assigned responsibilities, it shall be returned to the Car Pool for general college use.

A report on the current recorded mileage of the above-mentioned vehicles should be made to the Department of Public Safety on the first day of each month by the responsible department or individual.

Service as suggested in the Owner's Manual and any other necessary service is the responsibility of the department or individual assigned use of the car.

---

*This vehicle to be deleted if Allied Health Department obtains similar vehicle (outlined in Class IV).

(d) Class IV (Priority Vehicles)

One sub-compact vehicle for Admissions Office

One van for Communication Arts Department

One van for Allied Health Department*

These vehicles will be assigned a maximum of two weeks in advance to departments other than those already assigned priority vehicles on a first-come, first-served basis.

8. Car Pool Procedures

a. The Public Safety Department will be responsible for scheduling maintenance and inspection of all vehicles in Class I, Class II, and Class IV.

b. The Public Safety Department will assume no responsibility for service and inspection of vehicles in Class III.

c. All Class II, III, and IV vehicles mentioned above will have "Official Use Only" front name plates.

d. The gas tank should be maintained at a proper level (1/2 tank) at all times. Gas is available at the Kiwanis Building (7:00 a.m. to 3:00 p.m. Monday through Friday) or by using the credit cards attached to the keys. At a service station the oil, water, and tires should be checked. Any malfunction should be reported to the Public Safety Office immediately upon your return. If you are on a trip repairs should be made by an authorized dealer.

e. The keys and credit cards for the car should be returned to the Public Safety Office immediately upon your return to campus. Credit card slips along with this mileage voucher should be returned with the keys.

f. The car should be returned to the Car Pool parking area immediately upon your return to Elizabethtown so that it will be available for anyone else to use.

g. The owner's card and insurance card are located in the glove compartment.

h. Any accident should be reported immediately to 367-1111.

*This vehicle to be deleted if Allied Health Department obtains similar vehicle (outlined in Class II).

Delete IV, A, 1, a on page 45 and insert.

ELIZABETHTOWN COLLEGE

October 1974

I. Affirmative Action Policy*

It is the policy of Elizabethtown College that no discrimination exist on the grounds of race, color, religion, sex, national origin, or age, except where age or sex is a bona fide occupational qualification. The College seeks to employ persons with excellent credentials and outstanding professional and personal qualifications.

This policy is to be implemented throughout the College and is the responsibility of all departments and personnel, supervisory and nonsupervisory. The particular ways in which this policy and its implicit goals are to be achieved are the essence of the Affirmative Action Program.

In order to insure consistent endeavor and progress toward the goal of equal opportunity, the Director of Affirmative Action, who is responsible directly to the Office of the President, has been assigned the responsibility for monitoring compliance with the College policy.

Elizabethtown College's Affirmative Action Program is a positive plan designed to provide equal opportunity and an atmosphere of nondiscrimination with respect to women and minority people. Minority people are defined in Executive Order 11246 as including: Spanish-surnamed-American, American Indian, Afro-American, and Oriental-American. The Equal Opportunity Employment portion of the program is designed to increase materially the utilization of minority group persons and women at all levels and in all segments of the College's work force and student body, and the work forces of those with whom it contracts.

II. Statement of Responsibility

The responsibility for assuring the Affirmative Action Program's implementation has been delegated by the President to the Director of Affirmative Action. The responsibility for assuring the continuing success of Affirmative Action rests in the hands of each member of the Elizabethtown College community.

The Director of Affirmative Action will design and implement a reporting and auditing system. Statistical reports shall be maintained about recruiting and employment in general and of minority persons and women in particular. A periodic report will be made to the Office of the President and through him to the Board of Trustees.

---

*Adopted by the Board of Trustees October 26, 1974.

An Affirmative Action Council will be established, made up of one (1) representative employee from each group listed in Executive Order 11246, in so far as represented in the College community, i.e. Spanish-surnamed-American, American Indian, Afro-American, and Oriental-American, two (2) women employees appointed by the President in consultation with the Chairman of the Personnel Council, three (3) students elected by the Student Senate, an administrator and a faculty member elected by each of their respective Divisions, and a Trustee appointed by the Chairman of the Board of Trustees. The Affirmative Action Officer shall be an ex officio member without vote.

III. Recruitment of Staff

In order to achieve its immediate and long-range goals, the College will engage in active recruitment of minority and women candidates. To actively recruit means consciously reaching out to make certain that minority and women candidates are identified, made familiar with, and encouraged to apply for the positions available.

IV. Education, Facilities and Placement

Admissions and Recruitment

In no case will race, color, religion, national origin, sex, or age be used by the College in admissions and recruitment so as to discriminate against any person. The College will continue a recruitment program to increase the number of minority applicants and, within its financial resources, will seek to enroll a potentially successful student body.

Financial Aid

In no case will race, color, religion, national origin, sex or age be used so as to discriminate against any person.

General Studies

The College provides, within the framework of its financial ability, a program of General Studies to assist all students who need to strengthen their learning skills or receive advice and counseling as a prerequisite to having a successful college experience.

Placement

The College will work through the Placement Office to discover opportunities for the placement of minority graduates and will make its placement services available only to those firms and school systems which subscribe to and comply with Federal Executive Orders 11246 and 11375 and supporting Commonwealth laws. A "Certificate of Non-Segregated Facilities" will be secured and filed from such firms and schools with the Director of Affirmative Action.

Facilities and Activities

All College facilities and activities will continue to be maintained on a non-segregated basis.

V. Contracts and Purchasing

All contractors will be notified of Federal Executive Orders 11246 and 11375 and supporting Commonwealth laws and the College will secure an executed "Certificate of Non-segregated Facilities" from each contractor and vendor. A copy of the executed certificate will be retained in the files of the Director of Affirmative Action.

VI. Dissemination of Policy

It is important that each member of the Elizabethtown College Community be aware of and support the Affirmative Action Program.

Internal Dissemination

1. An Affirmative Action file and library will be established and maintained by the Director of Affirmative Action.

2. Affirmative Action information will be released periodically through News and Notes.

3. Appropriate briefing sessions will be held with all persons involved in supervisory capacities to acquaint them with this policy, give guidance in carrying out the policy, and to discuss employment problems of minority groups and women.

4. The College employee manuals will include, but not be limited to, detailed information on Affirmation Action aspects and functions of the college community.

5. This Affirmative Action policy will be printed in employee manuals and in the Student Handbook.

External Dissemination

1. All primary recruitment and advertising sources will be informed of the College's policy requiring discrimination-free recruitment and hiring practices.

2. Included in all advertisements and personnel manuals is the wording, "Elizabethtown College is an Equal Opportunity/Affirmative Action Employer."

3. The College's commitment to its Affirmative Action Program shall be conveyed to organizations, community agencies, community leaders, secondary schools, community colleges, churches and social groups within the primary service area.

VII. Complaint Procedure

With the above policy in mind, any member of the Elizabethtown College Community who believes he has been subject to discriminatory procedures or acts is advised to take the following action:

1. The complainant should discuss the matter with his immediate supervisor. The matter may be concluded at this point by common consent.

2. If the complainant is not satisfied with his supervisor's action he may then submit a written appeal to the chief administrative officer of the area in which he works. The appeal shall be submitted within ten (10) working days of the conversation in (1) above and the chief administrative officer shall give his written decision within ten (10) additional working days.

3. If the complainant continues to be dissatisfied he may submit a written appeal to the President of the College within ten (10) working days of the date of the decision in (2) above. Within ten (10) additional working days the Director of Affirmative Action, after reviewing the case with the Affirmative Action Council, shall present a complete written report of the complaint to the President with a recommendation for action. The President may make whatever additional investigation he desires and will render his decision within ten (10) working days after receiving the above report from the Director of Affirmative Action. The President's written decision is the final decision on campus.

4. Further complaints may be made to:

The Pennsylvania Human Relations Commission
100 North Cameron Street
Harrisburg, Pennsylvania 17120

or

The Equal Employment Opportunity Commission
Department of Health, Education and Welfare
219 North Broad Street
Philadelphia, Pennsylvania 19107

In the case of the PHRC the time limit is 90 days. A complaint must be filed with the EEOC not more than 180 days following the alleged violation.

The Affirmative Action Director may be appealed to by the complainant at any level of this process and will function in a fact finding-mediation role should such a request arise.

ELIZABETHTOWN COLLEGE

TO: Faculty and Administrators

FROM: Wayne L. Miller

RE: Professional Manual

A number of corrections have come in. The Index and those corrections which need to be inserted are attached.

The following corrections should be penned into the existing text:

Page 52 - Add under Special Fees the words Directed Study in 2, a.

Page 137 - Delete, 11, a, (2).

- Change, 11, c, (1) $5 to $6.50.

A question has arisen over the efficacy of section IV, D, 16, page 103, Jury Duty Policy. As nearly as possible, the reconstruction of the situation is the following. Policies were collected from a number of surrounding colleges and then a proposed policy was formulated for Elizabethtown College. This policy was approved for wage and hour and para-professional personnel by the Administrative Committee. It was also presented to the Personnel Council, but was not processed. Therefore, this section is not in operation for professional staff, but is in operation for wage and hour and para-professional staff. It will again be presented to Personnel Council for regular processing.

As other corrections are presented, they will be prepared and disseminated as promptly as possible. Thank you for your cooperation.

10/4/74

Area IV. Student Affairs Administration

J. Director of Health Services

The Director of Health Services supervises the Infirmary operation and personnel; provides the health care for the student population on campus; provides emergency care for the college community during normal working hours. The Director also coordinates immunization programs; Doctor's clinics on campus; referral services for students; and strives to maintain a satisfactory relationship with local medical personnel and institutions.

Approved C.C., 3/28/74

Article V, C. 5 Safety Committee

The Safety Committee shall establish and maintain a program of safety, including safety education, emergency training, safety inspections, establishment of safety rules and regulations, accident investigation, and review of construction plans.

Members of the Safety Committee shall be the Director of Safety and other administrators, staff, faculty, and students as appointed by the Office of the President, in consultation with the Director of Safety and the Chairman of the Campus Life Council. The term of the office on the Safety Committee shall be three years or as otherwise mutually agreed by the individual and the Office of the President. Individuals shall be permitted to serve consecutive terms on the Safety Committee.

(2) Each administrative office and academic department should plan in their budget money to cover this cost for accommodating their guests on campus.

d. Reservation Procedures:

(1) All reservations should be made by telephone to Myer Hall Head Resident at least one week in advance. Telephone No. 367-5637.

(2) The following information should be provided:

- (a) Name of sponsoring faculty member.
- (b) Sponsoring department or office with budget number to be charged.
- (c) Name of the guest(s).
- (d) Dates of the desired overnight stay.
- (e) Expected arrival time.
- (f) Expected departure time.

(3) The Head Resident will either confirm or deny the request based upon availability of the guest rooms on the dates requested.

e. Meal Tickets for Guests

(1) Meal tickets for official college guests can be obtained only from the Business Office.

(2) It is the responsibility of the sponsoring academic department or administrative office to purchase these tickets from the Business Office in advance for their guests.

12. Sports

Elizabethtown College provides an intercollegiate and intramural sports program. It adheres to the principles and policies of the various athletic conferences of which it is a member. Faculty and staff members are invited to participate in the intramural program and to use the gymnasium facilities at times not scheduled for classes or sports practices. Soccer, cross country, field hockey, basketball, wrestling, baseball, golf, swimming and tennis are scheduled for varsity competition. College faculty and staff along with their immediate families may attend athletic events free of charge. Sports schedules are available in the office of the Director of Athletics.

The College swimming pool in the Baugher Student Center is also open to the College staff and their immediate families. It is requested that an adult accompany children under 12 years of age. The pool schedule varies somewhat throughout the year. The schedules and any changes are posted in the Baugher Student Center as well as distributed to each staff member through the campus mail.

Delete paragraph 1 of 6 and insert the following:

6. Independent Study

Independent study shall be undertaken for the purpose of special investigation of a topic or to academically benefit the student in a special learning situation not attainable in regular catalog offerings. The independent study approach assumes that the student has considerable background for the study, a fairly sophisticated grasp of the topic, and very little need for supervision.

Independent study shall be free of charge to full-time matriculated students.

a. Directed Study

Directed Study is an available option for a matriculated student who wishes to consider a topic or field of study not available at the time through a course. It may in some instances cover the the same material as a course, or consist of an investigation of a more narrowly defined topic. Directed study method should be used by the student who shall need at least weekly conferences with his professors. Background in the field of study is not required.

A full -time student who enters into a directed study shall be charged $40 per credit-hour for the study. This fee is charged the student over and above his tuition, even if the directed study is a part of his course load. If his course load shall exceed 18 hours, then he shall be charged the existing overload per credit-hour rate. A part-time student entering into a directed study shall be charged the current part-time student rate.

Delete 13 on page 158 and insert the following:

13. Tutorial Courses

A tutorial is available in situations where remedial work is necessary, such that the student cannot benefit sufficiently from a regular classroom, independent study, or directed study situation. A tutorial would involve more frequent meetings with the student than either Independent or Directed Study and assumes a one to one relationship between student and teacher. A faculty member is not eligible to teach more than one tutorial student per semester.

A student who enters into a tutorial shall be charged $90 per credit-hour for the tutorial. This fee is charged the student over and above his tuition, even if the tutorial is a part of his course load.

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I. ELIZABETHTOWN COLLEGE

Elizabethtown College, founded in 1899, is a four-year undergraduate college governed by a Board of Trustees of twenty-four members. The trustees act in behalf of the legal owners, the Atlantic Northeast and Southern Pennsylvania Districts of the Church of the Brethern. The College offers twenty-one majors and three cooperative professional programs leading either to the Bachelor of Arts or Bachelor of Science degree.

From rather humble beginnings with few facilities and limited academic offerings, Elizabethtown College has grown significantly in terms of physical assets, academic program and student enrollment. This growth has been especially striking over the past 15 years, during which the enrollment has tripled to more than 1,400 students. Ten major buildings have been completed in that time, and construction of other facilities continues as part of a planned program of development.

Elizabethtown College is accredited by the Middle States Association of Colleges and Secondary Schools. It welcomes qualified students and faculty without regard to race, creed or national origin.

A. Statement of Purpose

The purpose of Elizabethtown College is to provide educational opportunity which challenges the student to realize his highest potential. In that sense, the purpose of the College is personal.

To be personal is to become ever freer of one's limitations. Elizabethtown College seeks to aid the student in further developing competent and constructive habits of thought, a desire and capacity to know, clear and coherent means of self-expression, and a growing understanding of himself and the world about him, natural, social, and cultural.

To be personal is to have a sense of values. The College accepts and promotes among the members of its academic community the values, attitudes, and motives which are historically and relevantly associated with the Christian faith. It recognizes each person as a moral being for whom life has meaning and destiny. It believes that with a keenly developed sense of moral responsibility, the educated person is better able to serve human and redemptive enterprises.

Cognitive Learning

General

Each student will be expected to develop:

1. An increasing understanding of himself as a person.
2. A broad understanding of the world around him.
3. An understanding of his fellowmen.
4. The ability to select and analyze critically alternative solutions to a problem.

Major Studies

Each student is expected:

1. To master the skills and knowledge of a specialization.
2. To participate in learning experiences that become increasingly self-directed.
3. To develop the ability to integrate his knowledge from general studies and from his area of specialization.
4. To demonstrate that he has developed the academic foundation and personal desire to continue learning after college.

Physical Learning

Each student is expected to develop:

1. Certain basic skills in one or more sports.
2. An understanding of the value of physical development.
3. An appreciation of physical activities for ongoing recreation and the productive use of leisure time.

To be personal is to have a sense of social responsibility. Elizabethtown College expects each member of the academic community to face the basic issues of his personhood, to be involved in a creative and orderly relationship with others in the academic community, and to pursue excellence in a climate of responsible freedom. The College, in keeping with its historic motto--Educate for Service--advocates the ideal of service to society in personal and professional pursuits.

In keeping with its basic commitments Elizabethtown College will pursue certain basic objectives in the affective, cognitive, and physical realms of learning.

Affective Learning

Each student will be encouraged to develop:

1. A growing intellectual orientation as reflected by widespread intellectual interests and sufficient motivation to attain success.
2. The ability to be inner-directed and self-confident.
3. The ability to express himself through social participation and personal spontaneity.
4. A willingness to be the type of person who will strive to grow steadily toward his highest potential.

B. Church of the Brethren

The Church of the Brethren traces its beginnings to Germany during the latter part of seventeenth and the early eighteenth centuries when there emerged among many pious people a dissatisfaction with the state churches. In 1708 at Schwarzenau, Westphalia, Alexander Mack and seven companions founded a religious fellowship with the New Testament as their only creed. Because of persecution and economic repression, almost the entire membership emigrated to Pennsylvania. The first congregation in America was organized in Germantown in 1723, with Peter Becker as minister. Their early interests in intellectual pursuits is evidenced in the editing and printing of the first German Bible in America in 1743, coming from the press of Christopher Sauer.

The Brethren held as ideals simplicity in living, nonviolence, reconciliation, temperance in all things, and the spiritual life. During and after World War II they promoted an extensive program of relief and rehabilitation at home and abroad. The official headquarters of the Church of the Brethren are at Elgin, Illinois.

There are no religious creeds to which members of the Elizabethtown College faculty are asked to subscribe. However, the College does anticipate a sympathetic understanding of the principles of Christian living. It urges members of the faculty to participate in the program of one of the local churches.

II. BOARD OF TRUSTEES

Elizabethtown College, a non-profit corporation chartered by the Commonwealth of Pennsylvania, is legally owned by two districts of the Church of the Brethren, Atlantic Northeast and Southern Pennsylvania.

The Board of Trustees, which governs the College, consists of twenty-four members, half of whom are elected directly by the two church districts. The Board serves as a controlling body of the College and guides its progress in harmony with the stated objectives. The Board has final jurisdiction in all matters pertaining to the policies of the College. The President of the College is responsible to the Board and all other members of the organization are responsible to the Board through him. It is a legislative body which delegates the execution of its policies to the President and through him to other officers of the College.

Among its primary functions the Board of Trustees has responsiblity for the selection of the President and the other chief administrators, creating and maintaining the general policies and philosophy of the institution, the establishment of scales of tuition and fees, the adoption of the annual budget, and the approval of plans for the development of the physical plant of the institution.

III. CAMPUS GOVERNMENT

A. The Administration

The President delegates authority and responsibility to other persons for specific functions. This principle of management was established at least 4,000 years ago and survives today. It continues, as always, to have points of power and conditions of stress. Perhaps Moses' father-in-law was one of the first professors of management!

> And it came to pass on the morrow, that Moses sat to judge the people: and the people stood by Moses from the morning unto the evening.
>
> And when Moses' father in law saw all that he did to the people, he said, What is this thing that thou doest to the people? Why sittest thou thyself alone, and all the people stand by thee from morning unto even?
>
> And Moses said unto his father in law, Because the people come unto me to enquire of God:
>
> When they have a matter, they come unto me; and I judge between one and another, and I do make them know the statutes of God, and his laws.
>
> And Moses' father in law said unto him, The thing that thou doest is not good.
>
> Thou wilt surely wear away, both thou, and this people that is with thee: for this thing is too heavy for thee; thou art not able to perform it thyself alone.
>
> Hearken now unto my voice, I will give thee counsel. . . . thou shalt provide out of all the people able men, such as fear God, men of truth, hating covetousness; and place such over them, to be captains of thousands, and captains of hundreds, captains of fifties, and captains of tens.
>
> And let them judge the people at all seasons: and it shall be, that every great matter they shall bring unto thee, but every small matter they shall judge: so shall it be easier for thyself, and they shall bear the burden with thee.
>
> If thou shalt do this thing, and God command thee so, then thou shalt be able to endure, and all this people shall also go to their place in peace.
>
> So Moses hearkened to the voice of his father in law, and did all that he had said.
>
> And Moses chose able men out of all Israel, and made them heads over the people, captains of thousands, captains of hundreds, captains of fifties, and captains of tens.
>
> And they judged the people at all seasons: the hard causes they brought unto Moses, but every small matter they judged themselves.
>
> And Moses let his father in law depart; and he went his way into his own land.

Exodus 18, 13-27

Area I. Office of the President

The Office of the President is the chief administrative office of the College. It consists of two officers, the President and the Executive Vice-President, both of whom are appointed by the Board of Trustees. Under the Office of the President, the administrative functions fall into four general areas:

a. Academic Administration
b. Student Affairs
c. Business and Financial Administration
d. Public Affairs

By the by-laws of the Board of Trustees the President is the chief executive and administrative officer of the College. He is responsible ultimately for all phases of the College: policy, communication, employment, budget, and fund raising.

With the creation of the office of Executive Vice-President in 1971, the President concentrates his attention on public relations and planning, although continuing the ultimate responsibility specified by the by-laws of the Board of Trustees. He retains final responsibility for the appointment of new faculty and staff. The Executive Vice-President has delegated to him the coordination of the work of the chief administrators, oversight of the policy and program of the Community Congress, and oversight of professional personnel relations.

Specifically, the position description of the Executive Vice-President is as follows:

a. Administrative Relations

(1) He acts for the President in the latter's absence.

(2) The Executive Vice-President acts in areas which are broader in scope than those directed by the other chief administrators. As such he is the coordinator of the work of the other chief administrators, and works with them in the day to day operations (except in public affairs). He receives regular briefings on developments in each of the administrative areas and presides over meetings of the Administrative Committee. The members of the Administrative Committee report decisions to be made in their respective areas and submit these proposals for discussion. The Executive Vice-President adjudicates conflicts which arise among the members and pursues the effect of each adjudication. He will provide support for administrative decisions.

(3) In the functioning of the Community Congress, the Executive Vice-President coordinates and expedites business, chairs the meetings, in consultation with the President, makes the non-elective appointments to committees, and represents the Office of the President on the Personnel Council and the Rules Committee.

(4) He chairs the task force on budget, with the final approval in the hands of the President and the Board of Trustees.

(5) The Executive Vice-President supervises the program and personnel of the Center for Community Education, directing the development and evaluation of its various divisions. He also represents the College in its extramural contacts such as the University Center at Harrisburg.

(6) The central services and central agencies are accountable to the Executive Vice-President.

b. Professional Relations

(1) He coordinates the program in professional personnel relations, including the program of leaves of absence and of personal and professional benefits. In this capacity he maintains direct liaison with the Personnel Council.

(2) He receives recommendations for administrative appointments from chief administrators and makes final recommendations to the President.

(3) He issues continuing faculty appointments on the recommendation of the Dean of the Faculty. Likewise on the recommendation of the other chief administrators he makes continuing appointments in the administrative divisions.

(4) Part-time appointments, including those for the University Center and the Center for Community Education, are made by him.

(5) He represents the administration with full authority in negotiations with the Personnel Council within fiscal and other policy parameters given him by the President.

Two groups of supporting services report to the Executive Vice-President. These are Central Agencies and Central Services.

CENTRAL AGENCIES

a. Director of Admissions

The Director of Admissions is the principal officer for the recruitment of new students. He supervises the representation at high school sponsored college programs, community colleges, etc.

He develops promotional literature in cooperation with the Director of Public Affairs and recruits promising students for Elizabethtown through correspondence and interviews. He processes all applications including the securing of high school and college grades and such other credentials as may be necessary to make an adequate appraisal of the students' intents, abilities and achievements..

b. Personnel Office

The Personnel Office is responsible for the total personnel functions of the College. It performs these functions under the supervision of the Executive Vice-President. Responsibilities include the supervision of employee benefit programs, the maintenance of all employee records, the development and supervision of systematic evaluation procedures, and the recruitment, in cooperation with various supervisors, of new personnel. Also included are manpower planning and development, coordination of campus labor relations, and projecting and implementing the affirmative action program.

These responsibilities are shared by the Executive Vice-President and the Associate Director in Personnel on the following basis:

(1) Benefits

- (a) Group Insurance, all employees (P)
- (b) Retirement (TIAA-CREF), all employees (P)
- (c) Total disability, professional employees (P)
- (d) Tuition Remission
    - Professional employees (V. P.)
    - Non-professional employees (P)
- (e) Graduate Tuition Aid, professional (P)
- (f) Post Doctoral Aid, professional (P)

(2) Handbooks

- (a) Professional Manual: Creation of, Up-dating, Distribution (V. P.)
- (b) Handbooks for non-professional: Creation of, Up-dating, Distribution (P)

(3) Personnel

- (a) Professional: Employment (V. P.), Advertising*(P), Scheduling on-campus interviews**(P), Contract preparation (P), Orientation (V. P.), Placement on payroll (P), Exit interviews***(P).

- (b) Non-Professional: Employment of (P), Advertising*(P), Interview including testing and scheduling of interviews (P), Letters of agreement (P), Orientation (P), Placement on payroll (P), Exit interviews (P).

Associate Director of Personnel - P
Executive Vice-President - V. P.

*Advertising - Department Chairman or Director prepares copy which is to be approved by the Chief Administrator and the Executive Vice-President.

**Dean or Chief Administrator will notify Personnel when an individual is to be brought to campus in sufficient time for Personnel to schedule interviews with those who need to be involved.

***For professional staff, letter of resignation should go to the Department Chairman or Director, who routes it to the Dean or to the Executive Vice-President, who routes it to the Personnel Office.

(4) Negotiations (V. P.)

(5) AAUP and other reports related to professional staff (V. P.)

(6) All Personnel files (P)

(7) Inter-office communication regarding personnel matters (P)

CENTRAL SERVICES

a. Director of Public Safety

The Director of Safety is responsible for maintaining a safe environment for all members of the Campus Community. He coordinates regular patrols of the campus by Safety Department staff members. He is also responsible for issuance of keys to campus buildings, provision of Identification Cards to members of the campus community, and regulation of traffic flow and parking on campus.

The Director of Safety is to assume responsibility for operations of the area affected in the event of a bomb threat, fire, flood, or other catastrophe.

b. Manager of Computer Center

The Manager of the Computer Center is responsible for the supervision, design, implementation, and maintenance of data processing systems for the College. He keeps the College community fully informed as to the services available. He is responsible for assisting faculty and students in the academic uses of computing.

The Manager maintains complete procedural files on all automated programs and updating these as required. He operates the center as a service and in so doing concerns himself with the needs of the total College.

c. Manager of the Post Office

He is responsible for the complete flow of mail including incoming and outgoing, official and campus.

d. Office Manager

The Office Manager, who acts as liaison officer between administration and office staff, assumes responsibility for employment, vacations, sick leave, time off, and work policies of the office staff. The Office Manager is directly responsible for supervision of Duplicating Services, switchboard, and secretarial services and related personnel.

Area II. Academic Administration

A. Dean of the Faculty

The Dean of the Faculty is the chief academic officer of the institution. He is accountable and responsible to the President for the implementation of academic institutional policies and maintains liaison with the Executive Vice-President for the coordination of the day to day operations. He assumes full and final responsibility for the supervision of the academic program, the maintenance of academic and professional standards, and the evaluation of the quality of both faculty and student academic performance. He is the chief adviser to the President on academic matters. He substitutes for the Executive Vice-President in the latter's absence.

In implementing the day to day operations of the academic program, he assumes full responsibility for the following administrative functions:

(1) Personnel

(a) He recommends to the President after consultation with appropriate members of the faculty the appointment of new members of the faculty, department chairmen and related administrative officers.

(b) He shall approve upon recommendation of the department chairmen all appointments of part-time faculty, teaching in the day, evening, and summer sessions of the College. Appointments are made by the Executive Vice-President.

(2) Program

(a) He is responsible for the supervision of the course roster for each semester and for achieving a reasonable balance between a variety of course offerings and efficiency in fiscal operations.

(b) He shall be responsible for the formulation of announcements and position papers relating to academic policy and programs.

(c) In cooperation with department and program chairmen, the Academic Council, and the Director of Institutional Research, he will conduct a continuing evaluation of academic program.

(3) Professional Relations

(a) In consultation with the Professional Standards Committee, the Dean of the Faculty shall conduct evaluation procedures of the faculty and, within the guidelines of approved institutional policy, shall make the final decision for recommendations on promotion, dismissal, and tenure of all faculty.

(b) He shall work with the local chapter of the American Association of University Professors.

(4) Administrative Relations

(a) He shall be responsible for the development of budgetary procedures and guidelines for the academic program in consultation with the department chairmen.

(b) He shall have the authority to delegate selected responsibilities of his office to members of his staff or faculty in order to achieve greater efficiency in the operation of the academic program.

(c) Responsible directly to him are the chairmen or coordinators of academic programs, the Registrar and Director of Summer Sessions, the Head Librarian, the Assistant Dean, and the Director of Instructional Services.

(5) Academic Advising

(a) In cooperation with other members of the faculty and administration, he is responsible for the program of academic advising and announces a Dean's list of distinguished students at the end of each semester.

B. Coordinator of Academic Computing

1. Responsible to the Dean of the Faculty, the Coordinator of Academic Computing shall have full faculty status.

2. In cooperation with the academic departments, the Coordinator shall project and administer the budget for all academic computing activities.

3. He shall assume administrative responsibility for academic user access to system and services in accord with policies determined by the appropriate body including the Academic Computing Advisory Committee and the Academic Council.

   (a) Determine and recommend to the Director of the Computing Center number, types, and locations of academic terminals.

   (b) Establish as necessary, rules for priority of usage and reservations of terminals.

   (c) Assume responsibility for physical maintenance of academic terminal areas, including:

      (1) Hours of accessibility
      (2) Supply of forms, cards, and output distribution
      (3) Hardware maintenance. (Hardware service calls and maintenance shall be channeled through the Data Center.)

(d) In cooperation with the Director of the Computer Center, establish, as necessary, schedules of services available to users.

(e) Coordinate schedules of academic users to minimize periods of overload.

(f) Authorize academic user accounts and priority classifications. Assign PPN's to academic users.

(g) Allocate available physical facilities (e.g., disk space), to academic users.

4. In providing system and software information and assistance to academic users, the Coordinator shall

(a) Maintain documentation on current versions and status of monitor and software packages. In the case of systems software, this may simply be a duplication of the documentation kept by the Director of the Data Center. Distribute such information to academic user where helpful, and

(b) Serve as channel of communications between academic users and the staff of the Computer Center and/or DEC where systems and/or software information and/or assistance is needed.

(c) Maintain the user library and documentation.

5. He will be responsible for facilitating and coordinating academic uses of the computing system by maintaining an Academic User Group, publishing and distributing periodic User Bulletins, and other programs which will facilitate user sharing of programs, information, experiences, etc.

6. The Coordinator shall have knowledge and some experience of current computer usage in academic areas, shall maintain awareness of sources of such programs (DEC, DECUS, program exchanges, and especially other local colleges and universities) and shall take initiative in informing faculty (including non-users) of the availability and use of such programs. He shall also obtain and implement such programs as requested, in coordination with faculty.

7. Periodically he will provide (not necessarily teach) seminars and training sessions to novice and experienced academic users. (Such training sessions should not take the place of regularly offered Computer Science courses and would not carry academic credit.)

8. He shall take initiative in leading the academic community to fullest realization of the use of the computing system as a teaching and learning tool. This implies experience with or the willingness to learn principles of interactive programming and Computer Assisted Instruction.

9. An important element of his responsibilities shall be to provide faculty (including non-programmers) with programming assistance for writing, converting, and implementing programs. This programming assistance may be provided through full-time or part-time programmers under his supervision.

10. He shall also supervise and maintain a staff of student assistants to give immediate programming aid to students during both regular and extended (evening and weekend) hours.

C. Chairmen of Departments

The Chairman of the Department serves as both a teacher and administrator. The principle of this position is based upon governing with the consent of the governed. In assuming his responsibilities the Chairman accepts a role of leadership in day-to-day operation of the Department and in the development of program, seeks to encourage good teaching, promote innovative instruction intended to improve the learning process, serves as an example in academic and institutional affairs, and functions as a communication link between the various constituents of the institution and particularly between his department and the Dean of the Faculty.

The Departmental Chairman has many and varied responsibilities as an administrator, including those listed on the following pages and some which may be unique to one department. In many of the attendant responsibilities, it is highly likely that the Chairman seeks counsel and advice of one or more departmental members. In important matters the departmental faculty will ordinarily discuss them in an attempt to study the issues openly and attempt to arrive at a consensus of opinion. Assuming, however, that departmental faculty may vary considerably in background and experience in dealing with issues, the Departmental Chairman may on some occasions (hopefully rare) deem it advisable to make a decision contrary to majority departmental opinion. In such instances the Dean of the Faculty shall review the decision with the department concerned.

The Chairman's duties have been arranged under four headings: Program; Faculty Personnel; Students; and Operations. Each of the duties is followed by an indication of responsibility by position. It is recognized that the Chairman may elect to delegate some of the responsibilities associated with him. Nevertheless, final responsibility for such decisions rests with the chairman.

Numerical Key

1. Chairman (with advice)
2. Chairman with entire Department or with area of specialization
3. Chairman with individual department member
4. Chairman can delegate

Program Duties

Departmental Program Degree Requirements	2
Waiver of Department Program Requirements	1
Arrangements for special programs	4
Internal coordination of departmental course offerings (so courses don't overlap, feed-in, change of content, etc.)	2
Course assignments - includes summer	1
Overload and evening courses	3
Summer Duties: Critical Duties	1
Non-critical Duties (optional because of a 9-month appointment these duties need not be performed at the Chairman's discretion)	4[a]

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[a] by notification to the Dean of the Faculty in writing

Faculty Personnel

Determining job descriptions	2
Seeking and receiving applications and screening of candidates	1
Interviewing and selection of candidate	2
Recommendation of promotion, tenure, and release	1
Counseling of departmental faculty	1
Orientation of new faculty	1

Students

Student recruitment	4
Club or honor society adviser appointment	3
Independent Study approval	3
Selection of students for awards	2
Student records (graduates, optional)	1
Student advising	4
Recommendation of student for admission to student teaching education program	2
Student assistant selection and supervision	4

Operations

Supervision of grant application, preparation and approval	1
Collecting and reporting information needed by the institution	4
Safety and security of building and equipment	4
Approval or work orders, textbook orders, library book orders, and requisitions	1
Approval and coordination of departmental bookstore requirements	1
Respond to petition by a department member to call department meetings and place particular items of business on the agenda	1
Department social functions	4
Calling and chairing departmental meetings and publish and circulate an agenda and minutes of department meeting	1
Insure availability of faculty to students	1
Counseling involving faculty-student relationships	3
Efficiency of operation	1
Quality control	1
Maintenance of files relating to student and department statistics	1
Budget preparation and control	1
Departmental publicity	4
Supervision of Para-professionals and department secretary	1
Coordination with other college offices e. g. development, student activities, church relations, registrar, counseling, etc.	1
Forward for review to Dean items where Chairman rules against the majority	1

D. Director of General Studies

The Director of General Studies shall be responsible to the Dean of the Faculty. Operationally he shall have status with the Chairmen of Departments, the Registrar, and the Director of the Library. The Director of General Studies shall operationally participate in the regular staff functions of the Dean of Student Affairs to which the Counseling Center and the Director of Financial Aid are responsible. The Director of General Studies shall be a regular participant of the Academic Standing Committee, a faculty committee responsible for reviewing the academic standing of all students, chaired by the Dean of the Faculty. The Director of General Studies shall be a standing member of the Council of Higher Education Opportunities and shall serve as the Council's executive director. Moreover, the Director shall serve as the chairman appointed by the Academic Council in monitoring the General Studies program as well as coordinate the faculty members responsible for the skill areas designated as a regular part of the program.

E. Director of Instructional Services

The Director of Instructional Services is responsible for the design, supervision, and implementation of a viable program of instructional services. Instructional Services includes operation of all basic audio and visual aids used in the classroom. He is responsible for maintaining an instructional service equipment inventory for all related equipment owned by the College, equipment repair, and equipment distribution, and for the production of instruction materials used by professors in classes. He controls the budget for instructional media and distributes this budget to the academic departments.

F. Director of the Library

The Director of the Library is responsible for the administration of the Library and for the work of the entire library staff. With the advice and counsel of the Library Committee the Director formulates library policies designed to improve library service and resources. Working closely with faculty and students the Director assesses library needs and plans for the development of a balanced collection of library materials, including books, periodicals, tapes, records, slides, micro-text, etc. The Director serves as a liaison between the college library and other area college libraries to strengthen library resources and services in the area.

G. Registrar

The Registrar is responsible for maintaining the academic records of all students. He conducts the registration of all students, prepares the schedule of courses with heads of departments, lists the hours of class and final examinations and determines classroom and faculty office assignments.

He issues periodical grade reports to students at the end of each academic session, and is responsible for the issuing of student transcripts. He checks and ascertains that all the requirements for graduation including credits, quality points, and individual courses have been met.

He is responsible for the evaluation of transcripts of all transfer students. He may confer with the Department Chairmen regarding equivalent credits within a major. However, except for an appeal to the Office of the Dean of the Faculty, the decision of the Registrar is final.

The Registrar assists faculty members with problems they may encounter regarding the policies of the Registrar's Office as they affect the classes or individual students. As much as possible, lines on contact should be through department chairmen.

Area III. Business and Finance Administration

The Business and Finance of the College embraces the financial, maintenance, auxiliary enterprises, and plant phases of college operation.

A. Treasurer

The Treasurer is the chief fiscal officer of the institution. He is accountable and responsible to the President for the implementation of fiscal policies and maintains liaison with the Executive Vice-President for the coordination of the day-to-day operations. He assumes full and final responsibility for the supervision of the fiscal program, the maintenance of the physical plant, and the supervision of new construction.

Among his specific duties are:

1. Direct management, through persons responsible to him, of the Business Office, buildings and grounds, and the Book Store.
2. Supervision, coordination, evaluation and support of the work of those administrators directly responsible to him.
3. Leadership in the field of fiscal affairs, budget preparation, and related areas.
4. Development of a campus environment of fiscal understanding and responsibility.
5. Liaison with the College architect and supervision of new construction.
6. As treasurer of the Board of Trustees he is custodian of the permanent assets of the College.

B. Business Manager

The Business Manager is supervisor of the Business Office which includes supervising all accounting procedures; requesting quotations and making all purchases except for new construction, library, bookstore, and food service; controlling and accounting for all receipts and disbursements; supervising the payroll; supervising invoicing and collecting of fees from students; making short-term investments of working capital; controlling budget expenditures and preparing monthly reports on same for those who administer a budget; preparation of annual financial statements; and the procurement for and drawing from central stores.

He is assisted in these functions by a chief Accountant and other staff.

C. Manager of the Bookstore

The Bookstore Manager is in charge of the bookstore. He works directly with Department and Program Chairmen and Directors in procuring textbooks and other needed course related supplies. He is responsible for inventory, sale and other management procedures to insure an efficient operation.

D. Superintendent of Buildings and Grounds

The Superintendent of Buildings and Grounds supervises maintenance operations, general repair, care of grounds, etc. including janitorial services, and makes recommendations to the Treasurer for the total budget of needed repairs. He is responsible to the Treasurer for coordinating and evaluating the efficiency of maintenance workers.

Area IV. Student Affairs Administration

A. Dean of Student Affairs

The Dean of Student Affairs is the chief student affairs officer. He is accountable to the President for the implementation of institutional policies related to student affairs. He also maintains liaison with the Executive Vice-President and the other chief administrators in the coordination of the day-to-day student affairs.

Among his specific responsibilities are the following:

1. Direct management, through persons directly responsible to the Dean, of the day-to-day operations of student affairs (food service, housing, financial aid, religious affairs, counselling, student activities, intercollegiate athletics, career planning and placement, and health).
2. Coordination, evaluation, and support of the work of those administrators responsible to him.
3. Leadership in the student affairs program.
4. Supervision of student affairs professional personnel.
5. Development of an environment which is conducive to maximum individual growth.
6. Administration of judicial system relating to campus and residence hall judicial boards.
7. Interpretation of institutional policy to the students and of the student ethos to the administration, faculty, and Board of Trustees.

B. Director of Athletics

The Director of Athletics coordinates the entire inter-collegiate athletic program. He also manages the swimming pool facility; coaches various competitive sports, such as the swimming team, golf team, and frequently others; teaches certain physical education courses; and supervises the coaching staff. Directly responsible to him is the coaching staff.

C. Director of Career Planning and Placement

The Director of Placement Services encourages representatives of business, industry, education, government services and agencies, and other potential employers to come to the campus to interview graduating seniors and interested alumni. He coordinates contacts involving potential employers and interested students and alumni, maintains an open file of information on employment opportunities, prepares periodic newsletters dealing with placement information, supervises preparation of student credentials, and counsels students regarding career opportunities. He functions as a part of the Counseling Center.

D. Counselors

Counselors are responsible to the Dean of Student Affairs. They are responsible for academic advising of freshmen and other students who have not yet declared their majors. They are also available for personal counseling for all students. They may serve as resource people to the faculty providing professional guidance. They also work with the Dean in the preparation and administration of the Counseling budget, interpretation of the counseling services to students, staff and public, and involvement in developing college policies and program.

E. Director of Financial Aid

The Director of Financial Aid works with students and parents on an individual basis to establish a financial aid package to enable the student to enroll and continue his education at the College. The program involves all forms of financial assistance which includes scholarships, grants, loans, and employment from federal, state, college and external sources. He is also responsible for the Veterans Administration Program and the collection of the National Defense Student Loans. He maintains a close relationship with the Business Office to coordinate the various financial aid programs with their procedures. The Financial Aid Officer is also responsible for keeping adequate records so the appropriate reports can be given to the federal and state agencies. He functions as a part of the Counseling Center.

F. Director of Food Service

The Director of Food Service supervises the Dining Room, cafeteria, and Jay's Nest personnel; inspects prepared food, kitchen, and serving area; recommends new personnel; prepares menu for dining room and all special services; maintains payroll records, work schedules, stock control, inventory and purchasing of food, beverages, and expendable equipment; and is responsible for general maintenance. The Assistant Director of Food Service and the Manager of the Jay's Nest are responsible to him.

G. Director of Housing

The primary objective of the Director of Housing is to coordinate all college housing in an attempt to serve the individual student as an extension of the educational process. Programs which he conducts to support this objective are the resident counselor program and the residence hall council programs. In addition to these efforts, he is responsible for room assignments, all housing administration, resident hall cleaning staff, off-campus housing, cooperative houses, married student housing, and summer conference housing.

H. The Director of Student Activities

The Director of Student Activities is responsible for the coordination of all campus activities and budgets of student groups and organizations; schedules the use of all non-academic facilities for use by student or faculty groups; works with the student government at the time of campus elections; and supervises the management, program, and operations of the Baugher Student Center. Particular attention of the Director is concentrated in serving as an adviser to the Student Activity Committee which is responsible for planning and coordinating the various social and cultural activities on campus. The Director also participates in campus-wide activity planning by serving as a member of such committees as the Special Events and the Committee on Awards.

I. Director of Religious Activities

The religious activities of Elizabethtown College are coordinated through the office of the Director of Religious Activities and Church Relations, and it is the intent of these activities to encompass many religious traditions. Therefore, the program includes topic-centered retreats, sharing groups, and forums to discuss moral, spiritual, and social issues. At various times throughout the year faculty members may be called upon to participate in forums for discussion of issues facing this community in relationship to its spiritual pilgrimage. Realizing the value which grows out of student involvement, there is a high priority placed on the volunteer opportunities afforded by two local institutions, namely the Masonic Homes and the Crippled Children's Hospital. Being open to the concerns of individuals within this community, other activities and events are scheduled as the need arises.

The College offers an active deputation program, providing for local congregations, services in drama, music, or traditional morning worship services. Because the College is directly related to the Church of the Brethren, many of these programs are provided for that denomination. However, this service is not limited to this particular denomination. Faculty members are also invited to participate in the life of the churches within the local community.

It is also the function of the Director of Religious Activities and Church Relations to assist in coordinating all activities which are directly related to the Church. The organizational responsibilities for such programs fall under the jurisdiction of the Church Relations Institute. Through this organizational structure we plan workshops, retreats, and seminars, relating to the expressed needs of local congregations. It is hoped that individuals within this academic community would be willing to share their expertise when called upon by the coordinators of these activities.

Persons who participate in these programs will be asked to make a continual evaluation of their effectiveness. The individuals within each local congregation who communicate these activities to their members, will also be asked to share in this evaluation process. These events are planned so that there will emerge a better understanding of the function of an academic community as it relates to the community of faith.

Faculty and students within this institution are called upon to maintain an openness to the needs of the local congregations. Through the organizational structure of the church some of our students can become involved in community action programs or in a disaster network which would permit our students to respond immediately, should there be a disaster or other needs within the local community or in the nearby area. It is expressed with confidence that the strong bonds of relationship can be beneficial to both the College and to the Church. Again it would be emphasized that this relationship is not limited to one particular denomination, but is stronger with the denomination of the Church of the Brethren than with any others, because of the orientation of the College in its relationship to that particular denomination.

Most students and faculty are encouraged to make available their time and expertise to serve the College and the Church in this way. It is expected that these assignments will be treated as part of the working responsibility and commitment to the institution of Elizabethtown College.

Area V. Public Affairs Administration

A. Director of Public Affairs

1. Responsible to the President of the College.

2. Supervises and coordinates all aspects of the Department of Public Affairs.

3. Responsible for overall planning and evaluation of the Public Affairs program.

4. Assumes certain specific responsibilities in the development program including:

    a. Preparation of special project proposals for presentation to foundations, major corporations, individuals.

    b. Cultivation of foundations and other major sources of support in concert with President and Director of Development.

5. Participates with other college officers in long-range planning and provides administrative support for planning groups.

6. Serves as liaison between College and the Parents Association by attending meetings of Parents Council and related committees.

7. Provides administrative services for Parents Association.
8. Assumes direct responsibility for certain College publications and oversees general printing program.
9. Coordinates the College's community relations program to strengthen ties with local area.
10. Provides guidance and direct assistance as needed in all administrative areas under his supervision.
11. Assumes responsibility for maintenance of centralized records system for alumni, parents, churchmen, and others interested in the College.
12. Coordinates College's program of governmental relations for funding.
13. At the direction of the President coordinates activities for special events with public relations ramifications.

B. Director of Development

The Director of Development supervises all aspects of the College's development program, including solicitation of alumni, churchmen, business and industry, foundations, parents, and individuals. He suggests literature needed for the fund raising program, oversees the day-to-day activities of the development staff, services the various development committees, assists in the preparation of written proposals for major gifts, and implements activities designed to foster interest in deferred giving.

C. Development Staff Officer

Responsible to the Director of Development, the Development Staff Officer assumes specific duties within the total fund raising program, including responsibility for a given geographic area of contact with business and industry. He cultivates individuals regarded as prospective givers of major support, both immediate and deferred. As assigned, he coordinates the organized solicitation of a designated constituent group.

D. Director of Alumni Relations

The Director of Alumni Relations gives general supervision to all aspects of the Alumni Relations program with a view toward building rapport and understanding between the College and its former students. He serves as Executive Secretary of the Alumni Association, services all groups involved in planning and implementing alumni activities, and gathers information regarding individual alumni and alumni groups for College publications.

E. Director of Public Information

The Director of Public Information is responsible for the College's relations with the area news media. In this capacity, he prepares and disseminates news releases and story ideas, all designed to reflect accurately the program of the College and enhance general understanding of the institution. Additionally, he is editor of the Elizabethtown College Review, the college magazine, and prepares copy for and edits other College publications for design, editorial consistency and general content. He also handles almost all routine printing and display advertising. Under the auspices of the Office of Student Affairs, he serves as faculty adviser to the student newspaper and the yearbook.

Area VI. Center for Community Education Administration

A. Director of the Center for Community Education

The Director of the Center for Community Education is the administrator responsible for all activities designated as Continuing Education by the President of the College. The Director of the Center for Community Education is responsible to the Executive Vice-President of Elizabethtown College and reports to him on all matters of program, budget, and procedures for continuing education.

The Community Relations Division and the Campus-Free Division are two current operations of CCE. Continuing education seminars, workshops, courses and institutes are planned and implemented by the appropriate CCE Divisions. Clearance for all programs is made through the Director of the Center for Community Education.

B. Director of the Community Relations Division

The Director of the Community Relations Division is administratively responsible to the Director of the Center for Community Education. The Industrial Relations Institute, The Health Care Institute and the Church Relations Institute are three current units through which short term training sessions are planned and implemented to provide some of the learning experiences desired by the Community.

Programs, budgets, and procedures are cleared through the Director of the Center for Community Education.

C. Program Planning Specialist

The Program Planning Specialist is responsible to the Executive Vice-President of the College. He explores new program opportunities, searches for funding of special continuing education projects, and assists the Director of the Center for Community Education in the operation of the Campus-Free Degree Program of the Center for Community Education.

B. CONSTITUTION
OF
THE COMMUNITY CONGRESS
OF
ELIZABETHTOWN COLLEGE

This Constitution, adopted originally by the Faculty, amended by the Faculty, and ratified by the Student Association, the Administration, and the Board of Trustees, is the means by which the administrators, faculty, and students of Elizabethtown College exercise their responsibilities for academic, professional, and social policy making and programming.

All substantive actions and programs adopted within the framework of this Constitution are subject to review and approval by the Board of Trustees.

ARTICLE I: MEMBERSHIP

The Administration, the Faculty, and the Student Senate, as herein defined, shall collectively constitute the Community Congress of Elizabethtown College.

The Administration of Elizabethtown College shall consist of administrative personnel so designated by the President.

The faculty of Elizabethtown College shall consist of the President of the College, the Dean of the Faculty, all full-time instructional personnel with rank of instructor or above, and all full-time professional librarians.

The Student Senate of Elizabethtown College shall consist of duly elected representatives of the student body as defined in Article III.

Administrative staff so designated by the President, instructional personnel with rank below Instructor, and part-time instructional personnel shall have the privilege of attendance and the floor at meetings of the Community Congress, but shall be without vote or eligibility to serve as representatives of the Administration or the Faculty on Committees or Councils. All students enrolled at Elizabethtown College who are not members of the Student Senate shall have the privilege of attendance, but not of the floor at meetings of the Community Congress and shall be without vote or eligibility to serve as representatives of the Student Senate on Committee or Councils.

ARTICLE II: RESPONSIBILITIES

The Community Congress shall prescribe the requirements for admission and graduation, recommend candidates for degrees, and determine and establish the policies and standards necessary for the conduct of the academic program of the College.

The Community Congress shall recommend the policies and standards for faculty appointments, promotions, tenure, dismissal, and other matters which affect the professional welfare of the Administration and/or the Faculty.

The Community Congress shall recommend policies and standards for the religious, social, and extracurricular welfare of the campus community.

ARTICLE III: DIVISIONS

A. Constitution of the Divisions

1. Faculty Divisions. The personnel of the following groupings of instructional departments shall constitute the Divisions of the Faculty.

DIVISION I

Art
English
History
Modern Languages
Music
Religion and Philosophy

DIVISION II

Business
Education
Physical Education and Health
Political Science
Sociology

DIVISION III

Biology
Chemistry
Mathematics
Physics and Earth Science
Psychology

The professional librarians will individually be members of the Faculty Division most closely related to their subject background and/or work, as assigned by the Head Librarian. Consistent with their status as Faculty, they may represent the Faculty Divisions in elected or appointed positions.

2. Student Senate. The Student Senate shall constitute Division IV. The Student Senate shall consist of approximately one-third as many members as there are full-time Faculty members with approximately one-half of the representation based upon residency or class standing and approximately one-half of the representation based upon departmental enrollment as further provided in Article VII A. All full-time, regular students at Elizabethtown College shall be eligible to serve as members of the Student Senate. A candidate must be in good academic standing (i.e., not on academic probation as defined in the College Catalog) at the time of his election to the

Student Senate and may serve any term in any office to which he is duly elected regardless of subsequent change in academic or social standing. The term of membership in the Student Senate shall be one year, and any member shall be eligible to succeed himself.

B. Functions of the Divisions

1. The Divisions shall elect representatives to the Councils and to Community Congress Committees.

2. The Division meetings shall serve as forums for discussion of all matters of Community Congress responsibility that are properly presented by a member or a Department of the Division, or are referred to the Division by a Council of the President of the College or the Dean of the Faculty.

3. The Divisions may submit suggestions and recommendations to the Councils.

4. All proposed changes in curricula and courses shall be considered first by the appropriate Division. (Change in curriculum shall here mean the institution of a new curriculum, the abolition of an existing curriculum, a change in the total number of credit hours required, or a change in the specified courses required; change in course shall here mean addition or deletion of a course, a change in a number of semester hours of credit designated for a course, or a fundamental change in the content and/or description of a course.) The Department Chairman or other appropriate person shall submit the proposed changes to the Secretary of the Division. All proposed changes shall be submitted to the Academic Council with the recommendations of the Division. Recommendations regarding the "core" curriculum may originate with any Division. (Non-Departmental or inter-Departmental curricular proposals may be initiated by the Dean of the Faculty in the Academic Council.)

5. The Divisions may meet with Faculty members from other Divisions, students, administrators, Departments, Divisions, and/or staff members as circumstances shall require.

C. Officers

Each Division shall annually elect from its membership a Chairman, a Vice-Chairman, and a Secretary. The Chairman shall be the person to prepare the agenda and to convene and preside over the meetings of the Division but shall not be considered a Dean or a Head of a Division. The Vice-Chairman shall perform the duties of the Chairman in his absence. The Secretary shall keep accurate records of the business of the Division.

D. Administration

The Administration shall be convened by the President to conduct business. The Administration need not be structured similar to the Divisions, but may function in a manner similar to the Divisions.

ARTICLE IV: COUNCILS

A. Academic Council

1. Membership. The members of the Academic Council shall be the Dean of the Faculty and two representatives elected by each Division.

2. Functions. The Academic Council shall, as representatives of the Community Congress, advise administrative officers on policies and procedures relative to the academic calendar; the conduct of the academic program; honorary degrees; the educational plant, facilities, and materials; and budgetary items which pertain to the academic program.

    The Academic Council shall coordinate all Community Congress considerations of degree requirements; curriculum and course offerings; policies relevant to admissions, scholarships and grants-in-aid; library services; extension programs; and all other matters of academic policy or of the conduct of the academic program. When it has been determined that a substantial number of the Community Congress favor a proposed policy or change in policy, the Council shall determine the final form of the proposal and submit it to the President for placement on the agenda of the next regular meeting of the Community Congress with a recommendation as to which bodies (Administration, Faculty Divisions, Student Senate) shall vote on the proposal.

    The Academic Council shall instruct and advise the appropriate standing committees names in Article V and shall determine that these committees are performing their specified duties.

B. Personnel Council

1. Membership. The members of the Personnel Council shall be the President or his designated representative and two representatives elected by each Division. The President or his designated representative shall be ex officio and without vote. When the Council is in executive session, the ex officio member shall not be present.

2. Functions. The Personnel Council shall, as representatives of the Community Congress, advise administrative officers on policies and procedures relative to admini-

strative structure and functions. The Personnel Council representatives from Divisions I, II, III and V shall negotiate on behalf of the professional community (Divisions I, II, III and V) for leaves, salary, fringe benefits, productivity and other personnel policy. The Personnel Council shall advise administrative officers on selection of a President, Executive Vice President, Deans of the Faculty, or any other administrative officer directly responsible to the President.

The Personnel Council shall coordinate all Community Congress consideration of faculty appointment, promotion, dismissal, tenure, self-evaluation, faculty research and publication, academic freedom, and other matters related to the professional performance or welfare of the Faculty and Administration, either collectively or individually. When it has been determined that a substantial number of the Community Congress favor a proposed policy or change in policy, the Council shall determine the final form of the proposal and submit it to the President for placement on the agenda of the next regular meeting of the Community Congress with a recommendation as to which bodies (Administration, Faculty Divisions, Student Senate) shall vote on the proposal.

The Personnel Council shall instruct and advise the appropriate standing committees named in Article V and shall determine that these committees are performing their specified duties.

C. Campus Life Council

1. Membership. The administrative members of the Campus Life Council shall be the Dean of Student Affairs, the Director of Counseling Services, the Director of Development and Public Relations, and one representative elected by the Administration. The faculty members of the Campus Life Council shall be one representative elected by each Faculty Division and subject to the provision that their voices on any issue be cast as a single vote. The student members of the Campus Life Council shall be five representatives elected by and from the Student Senate, at least one of whom shall be a commuting student and at least one of whom shall be male and at least one of whom shall be female.

2. Functions. The Campus Life Council shall, as representatives of the Community Congress, advise administrative officers and/or coordinate all Community Congress consideration of policies relevant to College development, campus religious life, cultural events, social events, intercollegiate and intra-mural athletic programs, student health and counseling services, college publications, campus radio, public information, College-

produced public performances, non-academic student awards, special events, student clubs and organizations, student center, auxiliary enterprises, and all other matters related to the extra-curricular welfare of the campus community. Matters submitted to the President for placement on the agenda of a meeting of the Community Congress shall be accompanied by a recommendation as to which bodies (Administration, Faculty Divisions, Student Senate) shall vote on the matter.

The Campus Life Council shall instruct and advise the appropriate standing committees named in Article V and shall determine that these committees are performing their specified duties.

D. Eligibility

1. Administration. Members of the Administration with at least two years of full-time service as a member of the Administration or Faculty of Elizabethtown College shall be eligible to serve as elected representatives of the Administration to the Councils. No administrator may be re-elected to serve on a Council until one year after the expiration of his term on the Council.

2. Faculty. Faculty members with rank of Assistant Professor or above and at least two years of full-time service as a member of the Faculty or the Administration of Elizabethtown College shall be eligible to serve as elected representatives of a Faculty Division to the Councils. No Faculty member may serve on more than one Council during any one academic year. No Faculty member may be re-elected or reappointed to serve on a Council until one year after the expiration of his term on any Council.

3. Student Senate. Members of the Student Senate who have attained Sophomore standing and have earned thirty or more semester hour credits at Elizabethtown College shall be eligible to serve as elected representatives of the Student Senate to the Councils. No student may serve on more than one Council during any one academic year, and no student may serve on Councils for more than a total of two years.

E. Term of Office

Except for the named permanent members of the Councils, Faculty and Administration representatives to the Councils shall serve two-year terms with one-half of the term expiring annually and student representatives to the Council shall serve one-year terms. The terms of membership on the Council shall expire at the beginning of the academic year. New members elected or appointed to Councils shall begin attending Council meetings immediately and may vote before the beginning of their term of office in the absence of the member being replaced or the absence of another representative of the Division (or Administration). In no case may the total number of votes cast exceed the Divisional (or Administrative) representation of the Council as defined elsewhere in Article IV.

F. Officers

Each Council shall elect annually from its membership a Chairman, a Vice Chairman, and a Secretary. The Chairman shall prepare the agenda and convene and preside over the meetings of the Council. The Vice-chairman shall perform the duties of the Chairman in his absence. The Secretary of the Council shall keep accurate records of the business of the Council.

ARTICLE V: COMMITTEES

A. Committees Responsible to the Academic Council

1. Admissions, Academic Awards and Financial Aid Committee. The Admissions, Academic Awards, and Financial Aid Committee shall interpret admission policies and shall make recommendations for admission in instances of problem cases. This Committee shall also recommend and interpret policies for scholarships, academic awards, and other financial aid to students.

   Members of the Committee shall be the Director of Admissions, the Director of Financial Aid, one Faculty member elected by each Faculty Division for a three-year term (one term expiring each year) and one member of the Student Senate elected annually by the Student Senate.

2. Library Committee. The Library Committee shall study the needs of the Library in the interests of the total college program and formulate policies regarding the library. The Committee shall advise the Head Librarian in the allocation of funds and assist the Head Librarian in formulating regulations for the use of library materials.

   Members of the Committee shall be the Head Librarian, one Faculty member elected by each Faculty Division for a two-year term (one term expiring one year and two terms expiring the next year) and two members of the Student Senate elected annually by the Student Senate.

3. Academic Occasions Committee. The Academic Occasions Committee shall recommend and interpret policies regarding, designate responsibilities in arranging for, and evaluate Commencement, Convocations, and other Academic Occasions.

Members of the Committee shall be a Grand Marshal appointed by the President, one Faculty Marshal elected by each Faculty Division for a three-year term (one term expiring each year), the President of the Senior Class, and one member of the Student Senate with Junior standing elected annually by the Student Senate.

4. Academic Standing Committee. The Academic Standing Committee shall apply academic dismissal procedures and evaluate applications by students for reinstatement after such dismissal.

The Committee shall also review student petitions for deviations from the curriculum including the "core" curriculum. In the case of a student petition for deviation from courses required by the student's major department, Committee review shall be only at the request of the Dean of the Faculty and the Department Chairman.

Members of the Committee shall be the Dean of the Faculty, who shall be the Chairman, and one Faculty member elected by each Faculty Division for a three-year term (one term expiring each year).

B. Committees Responsible to the Personnel Council

1. Faculty Professional Standards Committee. The Professional Standards Committee shall review and recommend policies directed toward encouraging or evaluating faculty members with respect to the performance of their professional duties. The committee shall also serve in an advisory capacity to the Dean of the Faculty on questions of professional standing, including promotion and tenure, and shall serve as an Appeals Board when a faculty member appeals the recommendation of the Dean regarding his own promotion and/or tenure.

Members of the committee shall be the Dean of the Faculty and two faculty members elected from each faculty division. When the Committee sits as an Appeals Board, the Dean of the Faculty shall not be a member. Faculty members with rank of Assistant Professor or above and at least two years of full-time service as a member of the Faculty or the Administration of Elizabethtown College shall be eligible to serve as elected representatives of a Faculty Division on the Committee, except that no two faculty members shall be from the same academic department. The term of office shall be four years with the term of one representative from Division II expiring each even-numbered year and the term of one representative from each Divisions I and Division III expiring each odd-numbered year.

Five members of the Committee shall constitute a quorum, except when the Committee sits as an Appeals

Board when four members shall constitute a quorum. A member of the Committee shall absent himself from the Committee for all consideration of his promotion and/or tenure. All action shall be determined by a majority vote of the members present.

2. Faculty Release Committee. The Faculty Release Committee shall conduct hearings for Faculty members with two or more years of full-time service at Elizabethtown College who request evaluation of their release, according to the prescribed methods. (The procedures of the Committee shall be as specified in the Faculty statement "Procedures for the Release of Unsatisfactory Faculty Members.")

Members of the Committee shall be one member elected from and by each Faculty Division and two Faculty members elected by the Faculty at large. Their terms shall be three years and the expiration of terms shall be staggered. In no instance may a Faculty member serve on the Personnel Council and the Faculty Release Committee simultaneously.

C. Committees Responsible to the Campus Life Council

1. Cultural Events Committee. The Cultural Events Committee shall recommend and interpret policies relative to concerts, lectures, and other college-sponsored cultural events and shall advise the Administrators responsible for programming these events.

Members of the Committee shall be an Administrator from the Office of the Dean of the Faculty, the Director of Public Relations and Development, one faculty member elected by each Faculty Division for a three-year term (one term expiring each year), one faculty member appointed annually by the President, and four students named by the Student Senate, at least one of whom shall be a member of the Student Senate.

2. Athletics Committee. The Athletics Committee shall recommend and interpret policies relative to intercollegiate and intramural athletics and shall advise the Director of Athletics in implementing athletic programs.

Members of the Committee shall be the Director of Athletics, one representative named by and from the Department of Physical Education and Health, one faculty member appointed by the President for a two-year term, and one male student and one female student named by the Student Senate, at least one of whom shall be a member of the Student Senate.

3. Special Events Committee. The Special Events Committee shall recommend and interpret policies regarding, designate responsibilities in arranging for, and evaluate

Homecoming, May Day, Alumni Day, and other special non-academic occasions.

Members of the Committee shall be the Director of Public Relations and Development, the Director of Alumni Relations, the Director of Student Activities, one faculty member appointed by the President for a two-year term, and three students named by the Student Senate, at least one of whom shall be a member of the Student Senate.

4. Traffic Control Committee. The members of the Traffic Control Committee shall be the Director of Safety, one representative elected from each of Divisions I, II and III, and three representatives elected from Division IV (Student Senate). Organization of the Committee each year shall be the responsibility of the Director of Safety.

This committee shall recommend policy regarding foot and vehicular traffic, parking and related concerns.

D. Rules Committee

The members of the Rules Committee shall be the President of the College or his designated representative, the Dean of the Faculty, the Chairmen of the Divisions, and the Chairmen of the Councils.

The Rules Committee shall interpret this constitution and shall establish procedural rules governing the operation of the Community Congress and its component parts.

Any action of the Rules Committee shall take effect when reported to a meeting of the Community Congress unless such action is set aside at that meeting by a motion receiving the support of a majority of the members of the Community Congress present. (Approved 11/12/70)

E. Budget Priority Committee

A Budget Priority Committee composed of department chairmen and administrative equivalents shall be consulted by the Budget Committee on all questions of fiscal priority. This Committee shall advise on fiscal matters and be the communications link on these matters with their respective departments.

F. "Ad Hoc" and Special Committees

Ad Hoc or Special Committees may be appointed by the President of the College or named by the Divisions, Administration, and Departments as necessary.

ARTICLE VI: MEETINGS OF THE COMMUNITY CONGRESS

Meetings of the Community Congress shall be convened and presided over by the President. In the absence of the President, the Dean of the Faculty shall be the Presiding Officer. In the absence of both the President and the Dean of the Faculty, the President shall designate the Presiding Officer.

The dates of the regularly scheduled meetings of the Community Congress shall be announced at or before the first meeting of the academic year. Special meetings of the Community Congress may be called by the President or shall be called by the President upon receipt of a petition signed by one-third of the members of the Community Congress and specifying the purpose of the special meeting. At special meetings, only the item of business for which the meeting was called may be discussed.

The agenda will be prepared by the President and will be presented at least three days before the meeting to all members of the Community Congress.

Matters of business will normally be introduced by individuals of Departments within Division or Administration meetings. Any motion voted upon will be forwarded to the appropriate Council. The Council may, at its discretion, request reactions to the motion from other Divisions and/or the Administration. At a time the Council deems appropriate, the Council will either submit the motion to the President for inclusion on the agenda of the next regular meeting of the Community Congress, or the Council will inform the originating body of the reasons for the negative response.

Matters of new business may be introduced from the floor in any regular meeting of the Community Congress, but matters introduced in this manner may be referred to the appropriate Council for consideration in the normal manner by a ruling of the Presiding Officer or by a motion receiving the support of one-third of the members present.

ARTICLE VII: ELECTIONS AND APPOINTMENTS

A. Elections of Students to the Student Senate

1. Electorate. All full-time, regular students shall be eligible to vote in elections of students to the Student Senate.
2. Calendar for Elections. The Student Senate shall annually determine the calendar for elections to the Student Senate. Except for the election of students from the Freshman Class, the elections shall be during the Spring Term and shall, if possible, be conducted after housing assignments for the subsequent year have been completed. The Student Senate shall designate whether students shall vote as members of groups according to their cur-

rent housing, class standing, etc., or according to their expected classification for the coming year.

3. Elections of Representatives from Residential Units. Each student dormitory shall constitute a Residential Unit; Commuting students shall be considered a Residential Unit; Off-Campus Resident Students shall be considered a Residential Unit.

   Each Residential Unit shall annually elect to the Student Senate the appropriate number of representatives as determined by the number of full-time students in that Unit and the following scale:

   Up to 125 students -- 1 representative
   126 - 275 students -- 2 representatives
   276 - 450 students -- 3 representatives
   Over 450 students -- 4 representatives

   The outgoing representative(s) of each Unit shall be responsible for conducting the elections according to the conditions specified by the Student Senate.

4. Elections of Representatives from Academic Departments. The advisees of each Academic Department shall annually elect to the Student Senate the appropriate number of representatives as determined by the number of full-time departmental advisees and the scale in Article VII A 3. The outgoing representative(s) shall be responsible for conducting the elections according to the conditions specified by the Student Senate.

5. Election of Representatives from the Freshman Class. The Freshman Class shall annually elect to the Student Senate the appropriate number of representatives as determined by the number of full-time Freshman students and the scale in Article VII A 3. The Freshman Class shall be convened for the purpose of elections to the Student Senate, and the elections shall be conducted by a designated member of the Student Senate in cooperation with the President of the Freshman Class if the President has been elected.

B. Elections to be Held in Division Meetings

Elections to positions on the Councils, in the Divisions, and the Committees shall be held in a Division meeting not less than one week nor more than one month before the last regular meeting of the Community Congress during the academic year. The agenda for the Division meeting in which elections are to be held shall specify the offices to be filled.

The new Student Senate shall be convened by the Chairman of the outgoing Student Senate, who shall serve as Chairman pro tempore for the conduction of elections.

The Chairman of the Division shall receive from any member of the Division nominations for membership on the Academic Council. Each member will cast as many votes as there are vacancies to be filled. Voting shall be by secret ballot. The person(s) receiving the highest number of votes shall be declared elected.

Following the election(s) to the Academic Council, a member shall be elected to the Personnel Council in the same manner if an elective vacancy is to be filled that year.

Following the election to the Personnel Council member(s) shall be elected to the Campus Life Council in the same manner if vancancy(ies) is to be filled that year.

For the Student Senate the order of elections to Councils shall be: (1) Academic Council, (2) Campus Life Council, and (3) Personnel Council.

After all representatives to the Councils have been elected by a Division, officers of the Division shall be elected. Nominations shall be made for the offices of Chairman and secretary. Votes shall be cast by secret ballot, each member casting one vote for each office. The person receiving the highest number of votes for each office shall be declared elected. The person receiving the second highest number of votes for the office of Chairman shall be declared the Vice Chairman. Elected Division officers shall assume their responsibilities immediately after the adjournment of the meeting in which they were elected, except for Division IV members who will assume their responsibilities following the spring semester in which they were elected.

After the election of Officers of the Division, representatives to the standing committees shall be elected in a manner to be determined by the Division.

C. Elections by the Administration

The Administration shall elect representatives to the Personnel Council, the Campus Life Council, and other offices as necessary. The calendar for such elections should coincide with similar elections in the Divisions. Each member shall cast one vote for each office to be filled. Voting shall be by secret ballot. The person receiving the highest number of votes shall be declared elected.

D. Presidential Appointments to the Personnel Council

After the Division representatives to the Councils have been elected, the President shall name Faculty and Student Senate members to fill the appointive vacancies on the Personnel Council. These appointees shall be announced at or before the last regular meeting of the Community Congress for the academic year.

E. Elections of Council Officers

A meeting of the Council shall be called by its outgoing Chairman at the beginning of the academic year for the purpose of electing officers. Nominations shall be made for the offices of Chairman and Secretary. Votes shall be cast by secret ballot, each member casting one vote for each office. The person receiving the highest number of votes for each office shall be declared elected. The person receiving the second highest number of votes for the office of Chairman shall be declared the Vice Chairman. Elected officers shall assume their responsibilities immediately.

F. Presidential Appointments to Standing Committees

Presidential appointments to standing committees shall be made after the Division elections have been held. Appointments will be made in consultation with the Dean of the Faculty and the Chairmen of the Councils.

G. Vacancies

A vacancy occurring in a Council, Division, or Committee Office shall be filled promptly by appropriate action (election or appointment) of the appropriate body. In the event that the time remaining is less than one-half term, the person selected to fill the vacancy shall be eligible to succeed himself.

H. Limitations on Number of Positions Held

No member of Divisions I, II, III and IV is allowed to hold more than two standing Committee, Division, and/or Council positions concurrently. This limitation shall not apply to committee positions held by virtue of faculty rank. (Adopted 4/1/71)

ARTICLE VIII: AMENDMENTS

A proposed amendment to this Constitution may not be presented at a meeting of the Community Congress for vote before an opportunity has been given for its discussion within the Divisions and the Administration. Amendments require a two-thirds vote of the members present at a meeting of the Community Congress.

ARTICLE IX: AMENDMENT, RATIFICATION, AND INITIATING PROCEDURES

A. Amendment and Ratification

1. Amendment by the Faculty. This Constitution, if accepted by two-thirds of the Faculty as provided in Article VIII of the Constitution of the Faculty of Elizabethtown College shall, upon ratification and authorization by

the Board of Trustees, replace the Constitution of the Faculty of Elizabethtown College originally authorized by the Board of Trustees in April, 1967.

2. Ratification by the Student Body. This Constitution, if accepted by one-half affirmative vote of the Student Association, as provided for in Article X, Section I of the Constitution of the Student Association of Elizabethtown College shall, upon ratification and authorization by the Board of Trustees, replace the Constitution of the Student Association of Elizabethtown College.

3. Ratification by the Administration. Ratification of this Constitution by the Administration shall be upon a two-thirds affirmative vote of the Administrators in regular session.

4. Ratification and Authorization by the Board of Trustees. This Constitution shall become effective and replace all existing Governing Documents and Structures with which it is in conflict upon ratification and authorization by the Board of Trustees.

B. Initiating Procedures

1. Faculty. All Faculty members currently serving unexpired terms in offices that remain unchanged shall continue in office for the completion of their terms of office. New representatives to existing offices and representatives to new offices shall be elected as necessary by the bodies existing under the old Constitution.

2. Students. Initial elections for representatives to the Student Senate shall be conducted by appropriate action by the existing Student Senate. The President of the existing Student Senate shall convene the new Student Congress and shall preside during the conducting of elections for all necessary offices.

3. Administration. Initial elections shall be conducted by the President.

ARTICLE X: CAMPUS JUDICIAL SYSTEM (Approved 5/20/71)

A. Inter-Residence Judicial Board

1. Membership. It shall be composed of two representatives from each living unit (residence hall) and one representative from all college owned off-campus student living units (co-ops, honor house, etc.). Each residence hall council shall elect its representatives to I.R.J.B. in the spring preceding the school year during which the

representatives are to serve. Nominations shall be by petition signed by at least twenty-five (25) current residents of the residence hall the student wishes to represent. Each member of I.R.J.B. must be a resident of the living unit he represents.

The representative of the college owned off-campus housing shall be elected by students assigned to these facilities after room assignments are announced in the spring preceding the school year in which the students wish to serve. Nominations shall be from the floor of a meeting of those persons called by the Associate Dean of Student Affairs for this purpose.

The Chairman of I.R.J.B. shall be elected by and from within the membership of the group at its first regular meeting in the fall. The Associate Dean of Student Affairs shall serve as adviser to the I.R.J.B. and shall convene the first meeting of the fall.

A vacancy which occurs on the I.R.J.B. is to be filled by the group which originally selected the person within three weeks.

2. Functions. The Inter-Residence Judicial Board shall have original judicial authority to deal with behavioral problems in residence halls, infractions of residence halls regulations and all college regulations which apply only to college residences.

3. Operations. A quorum shall consist of fifty percent of the members of the board.

When a problem is reported, the head resident and accused student(s) will have an informal hearing at the earliest possible time in an attempt to settle the matter in a confidential manner. If a mutually satisfactory conclusion cannot be reached, the matter shall be referred to the Inter-Residence Judicial Board. The head resident of the living unit from which an infraction is reported shall be responsible for receiving and collating the allegation and relevant information.

The Dean of Student Affairs may exercise the right of a temporary suspension upon conclusion of the hearing in cases where physical harm is probable. However, in all such instances, these cases must be referred to the Inter-Residence Judicial Board.

All decisions to recommend suspension or dismissal of a student shall be automatically reviewed by the Executive Vice President. Final action shall be taken within five (5) working days of the rendering of the recommendation by the I.R.J.B.

Any student against whom action is taken by the I.R.J.B. has the right to appeal the decision to the Appeals Board, if he has new evidence or if his right of due process has been violated. Such appeal must be presented, in writing, to the Dean of Student Affairs within seven (7) working days of the student's notification of the I.R.J.B.'s decision.

The Dean of Student Affairs has the right of appeal on behalf of the institution in cases involving a judicial action which is either prejudicial or capricious.

It shall be the responsibility of the Associate Dean of Student Affairs to keep a written record of actions by head residents and the I.R.J.B.

B. Campus Judicial Board

1. Membership. It shall be composed of eighteen persons, one representative each of Divisions I, II, and III, twelve students selected by, but not from the membership of, Division IV, and three representatives of the Administration. The Dean of Student Affairs shall serve as the convener and organizer of this group, shall keep the records of the board, and shall be available for consultation with the group, but he shall not be a member of the group or have a vote on the body.

   Faculty members shall not serve more than two consecutive years.

   Student members shall serve one year terms, at least six being selected each semester.

   Administrative members shall not serve more than two consecutive years.

   A vacancy which occurs on this body shall be filled by the group which originally selected the person within three weeks.

2. Functions. The Campus Judicial Board shall have judicial authority to deal with campus behavioral problems, infractions of College regulations and traffic control, except those within the jurisdiction of the Academic Standing Committee and those in which the Inter-Residence Judicial Board has original jurisdiction.

3. Operations. When a problem is reported, the Dean of Student Affairs and the accused student(s) will have an informal hearing in an attempt to settle the matter in a confidential manner. If a mutually satisfactory agreement can be reached, the matter shall be referred to the Campus Judicial Board. When a disciplinary problem is referred to the Campus Judicial Board, it shall be the responsibility of the Dean of Student Affairs to

present the allegations and all supporting data.

The Dean of Student Affairs may exercise the right of a temporary suspension upon conclusion of the hearing in cases where physical harm is probable. However, in all such instances, these cases must be referred to the Campus Judicial Board.

Having received a referral, the chairman of the Campus Judicial Board will set a time and place for the formal hearing. One faculty member, four student members and one administrative member of the board will constitute a quorum and will act for the total board in determining the facts, reaching a decision and preparing a written statement which shall be shared with all members of the board.

There shall be at least two meetings of the Campus Judicial Board each term, convened by the Dean of Student Affairs, at which it shall review and evaluate action taken by the board.

All decisions of the Campus Judicial Board to suspend or dismiss a student shall be automatically reviewed by the Executive Vice President.

The appeal shall be heard within five (5) working days of the rendering of the decision by the Campus Judicial Board.

Any student against whom action is taken by the Campus Judicial Board has a right to appeal to the Appeals Board, if his right of due process has been violated. Such appeal must be presented, in writing to the Dean of Student Affairs within seven (7) working days of the student's notification of the decision against him.

The Dean of Student Affairs has the right of appeal on behalf of the institution in cases involving a judicial action which is either prejudicial or capricious.

C. Appeals Board

1. Membership. It shall be composed of three faculty members, one from each division, four students selected by, but not from the membership of Student Senate, and one administrator selected by the administration. The Executive Vice President shall be a member and serve as chairman of the Appeals Board. None of the elected faculty or administrative members shall serve for more than three consecutive years. None of the student members may serve for more than two consecutive years.

All new members of the Appeals Board are to be selected in the spring prior to the school year in which they are to serve.

2. Functions. The Appeals Board shall have final judicial authority, except in those issues within the jurisdiction of the Personnel Council.

If a student feels that an error in judgment has been made by the Academic Standing Committee, this decision may be appealed. The evidence leading to this conclusion shall be presented by the student, in writing, to the Executive Vice President after the student has consulted with the chairman of the Academic Standing Committee. The Executive Vice President will have an informal hearing with the student and the chairman of the Academic Standing Committee in an attempt to settle the matter. If a mutually satisfactory agreement cannot be reached, the matter shall be referred to the Appeals Board.

Any student against whom action is taken by the I.R.J.B. or Campus Judicial Board has the right to appeal to the Appeals Board, if he has new evidence, or if his right of due process has been violated. Such appeal must be presented in writing, to the Dean of Student Affairs within two working days of the student's notification of the decision against him.

3. Operations. It shall be the responsibility of the Dean of Student Affairs to present to the Executive Vice President within two (2) working days of the receipt all appeals from decisions by the I.R.J.B. and Campus Judicial Board including the allegations and all available relevant data.

The Executive Vice President shall convene the Appeals Board within five (5) working days of his receipt of an appeal.

A quorum shall consist of 50% of the student members and 50% of the non-student elected members of the Appeals Board.

It shall be the responsibility of the Executive Vice President to provide and to maintain a written record of all actions by the Appeals Board.

A vacancy on the Appeals Board is to be filled by the group which originally selected the person within three weeks.

All procedures of the Appeals Board shall ensure the due process as defined for Elizabethtown College in the Student Handbook.

The Appeals Board shall meet at least twice each semester.

The Appeals Board shall communicate its action not only to the persons making the appeals but to the groups whose decisions are to be appealed.

If, at any time, new evidence is found of the innocence of a student, the Appeals Board shall review the evidence. If substantiated, all record of the incident shall be removed from the student's record.

C. THE RULES OF PROCEDURE

1. To provide for an orderly and efficient transition from earlier forms of campus governance and normal procedures to the complete operation under the new Community Congress and its constitution, be it resolved that those structures, procedures, and policies not otherwise established or eliminated by the new constitution shall continue in effect until such time as the Community Congress shall replace or eliminate them. (Approved 9/17/71)

2. The latest published edition of Robert's Rules of Order shall govern the meetings of the Community Congress. (Approved 2/11/71)

3. There shall be no rules established within the divisions, the administration, the councils, etc. which abrogate the rights of any member of the Community Congress. (Approved 2/11/71)

4. Distribution of Minutes (Approved 2/11/71)

   A. Community Congress minutes and Council minutes are to be received by all voting members of the Community Congress.

   B. Division Minutes are to be received by:

      1. All members of the particular division.

      2. All members of the three councils (Academic, Personnel, and Campus Life)

      3. The President and the Treasurer of the College.

   C. The President's Office will maintain an official file of all minutes.

   D. Four copies of all congress, council, and division minutes are to be sent to the Library for archives.

   E. Copies of all congress, council, and division minutes shall be sent to the Editor of the Etownian, the Manager of WWEC, and the Director of Public Information.

   F. It shall be the combined duty of the chairman and the secretary to determine that their minutes are distributed in accordance with the instructions above.

5. Rules for the Process of Amendment of the Constitution of the Community Congress: (Approved 2/11/71)

   A. Amendments must be presented in formal written form including rationale and specifying the articles, sections, etc. affected by the amendment.

   B. A proposed amendment may be initiated through one of the divisions or the administration by any individual member or group. Proposed amendments thus initiated shall be discussed within the division or administration and sent to the Rules Committee with the recommendation of the division or the administration.

C. Any member of the Campus Community who is not a member of the Community Congress shall have the right to introduce a proposed amendment through petition to the Rules Committee. The Committee shall receive such proposed amendment when accompanied by a petition containing the signatures of 50 members of the Campus Community.

(Campus Community is defined as all matriculated members of the student body, all full-time and part-time members of the faculty, all full-time and part-time members of the administration, and administrative staff as designated under Article I of the Constitution.)

D. The Rules Committee shall present proposed amendments to the divisions and the administration for discussion and reaction. When it has been determined that a substantial number of the Community Congress favor a proposed amendment, the Committee shall determine the final form of the proposed amendment and submit it to the President for placement on the agenda of the next regular meeting of the Community Congress. If the response to the proposed amendment is negative in the divisions and the administration, the Committee shall return the proposed amendment to the originators and inform them of the reasons for the negative response.

E. Any proposed amendment receiving a negative response may be placed on the agenda of the Community Congress by petition to the President. The President shall place on the agenda such proposed amendment when it is accompanied by a petition containing the signatures of 19% of the Campus Community. The Rules Committee shall pass on the validity of the signatures if said signatures are in question.

6. Color Coding of Minutes (Approved 4/1/71)

Community Congress minutes . . .	Pink
Rules Committee minutes.	Orange
Academic Council minutes	Yellow
Campus Life Council minutes. . .	Green
Personnel Council minutes. . . .	Blue
Division minutes	White

7. Recording of Divisional Votes (Approved 4/1/71)

It is suggested that an official vote be recorded (including abstentions) on all items of business in the Divisions that are to come before a Council or the Rules Committee.

8. Deadline for Action on Community Congress Actions (Approved 10/3/72)

Any action of the Community Congress during an academic year must be acted on by the Office of the President by the following

September 1. If the Office of the President does not take any action by this date, the Community Congress action will be considered approved.

9. Definition of Policy (Rules Committee, 12/19/72; C.C. 2/22/73; See also letter from President Mays "Area of Concentration", 1/2/74)

The Rules Committee interpret(s) the Constitution of the Community Congress, Article IV, A 2, to mean that "policies" does not include program particulars but rather refers to general academic guidelines, such as degrees offered, the general structure of degrees and core requirements.

With this interpretation it is the rule of the community that Congress, on proposal from the Academic Council shall act on changes in curriculum and program policy, Divisions and the Academic Council (Article III, B 4 and Article IV, A 2) shall act on the institution of new curriculum, the abolition of existing curriculum, changes in total number of credit hours required, and changes in course offerings.

10. In the case of vacancies on any council, standing committee or boards the chairman of the appropriate division will appoint an acting representative to serve until the next meeting of the division. At that meeting an election is to be held to fill the vacancy. (Rules Committee, 2/27/74; C.C. 3/28/74)

IV. POLICIES AND PROCEDURES

A. The Faculty

The faculty of Elizabethtown College consists of the President of the College, the Executive Vice-President, the Dean and Assistant Dean of the Faculty, all full-time instructional personnel with the rank of Instructor or above, and all full-time professional librarians. The affairs of the Faculty shall be governed by the Constitution of the Community Congress of Elizabethtown College.

Administratively the instructional faculty are responsible to the Department or Program Chairmen.

1. Faculty Appointment, Academic Freedom, Tenure, etc.

a. Faculty Employment Policy

Elizabethtown College seeks to employ faculty members with excellent academic backgrounds and outstanding professional and personal qualifications. Further, it is essential that faculty members be familiar with, respect, and be in sympathy with the College Statement of Purpose, which reads in part,

> The College accepts and promotes among the members of the academic community the values, attitudes, and motives which are historically associated with the Christian faith.

Since such values, attitudes, and motives bring to college life an extra dimension that is reflected primarily by the faculty, it follows that a substantial number of faculty members will need to hold religious views with the Christian faith.

In the interest of diversity, this policy will permit the hiring of some persons from other than Christian backgrounds, whose personal and professional qualities will contribute to the purposes of the College. In the light of the foregoing, neither race, color, nor place of national origin will in itself be a disqualifying factor.

Guided by these principles, the President of the College, in consultation with the Dean of the Faculty and the Appropriate Department Chairman, will be free to exercise his best judgment in the appointment of new faculty members. (Adopted by the Board of Trustees, 4/26/69 and reaffirmed 4/28/74) (Approved by the Faculty, 4/17/69)

b. Recruitment

Recruitment procedures are coordinated by the Personnel Office and conducted by the Department Chairmen, the Dean of the Faculty, and the Office of the President of the College. The Office of the President makes the final appointment. Selection and screening of prospective candidates is the responsibility of the Department Chairmen. An invitation to a prospective faculty member for an on-campus interview is then made by the Chairman with the approval of the Dean of the Faculty. For a new Chairman, selection, screening and the decision to interview are the responsibility of the Dean of the Faculty.

c. Appointment

The rank of the initial appointment will be decided in mutual consultation by the Office of the President of the College, the Dean of the Faculty, and, where applicable and possible, the Chairman of the Department in which the faculty member will teach.

The Chairman is responsible for recommending the academic rank of the prospective faculty member. In determining this initial rank, previous professional experience such as teaching at the college or public-school level or practice in one's profession will be considered along with academic degrees and training. Two years of non-teaching experience which will contribute to instructional effectiveness will generally be regarded as equivalent to one year of teaching experience.

Normally, appointment and renewals shall be for one-year terms during the first three years, and may then be for a three-year term until tenure status is attained.

In instances of an appointment made to replace a faculty member on leave of absence, the agreement shall state the termination date and shall indicate that the appointment is not expected to lead to tenure status.

d. Academic Freedom

The faculty member is entitled to Academic Freedom in teaching and research as set forth by the American Association of University Professors and the Association of American Colleges, known as the 1940 Statement of Principles on Academic Freedom and Tenure.

(1) "The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(2) "The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(3) "The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

e. Tenure Policy

Tenure, as applied to the holding of a college position, means the attainment of a mutual agreement in writing between the College and a faculty member for a continuing relationship. This status, which gives legal and economic security to the profession, is an automatic administrative recognition of professional acceptance, creative and research activity, involvement in the general work of the college, and excellence of teaching on the college level, and obtains no earlier than upon completion of one's sixth year of full-time college teaching.

Tenure implies continuous employment of the faculty member until retirement age as set by College policy.

(1) Criteria for Attaining Tenure

(a) Minimum of six years of full-time college teaching.

i. Beginning with appointment to the rank of full-time instructor or higher rank, a six-year probationary period shall be in effect but subject to the provision that when, after a term of more than three years in one or more colleges and universities, a teacher is employed by Elizabethtown College, it shall be agreed in writing that his appointment is for a probationary period of at least three years; even though this may result in a faculty member's probationary period in the academic profession being beyond six years.

ii. During the probationary period the Office of the President of the College shall notify a faculty member in writing by February 1 of each year whether his services will be required for the following academic year, except those whose employment began with the second semester. Members of the latter group shall be notified of the continuance or termination of their services at least three months in advance of the contract termination.

iii. Should tenure not be granted during the final year of probation, the Office of the President of the College shall notify the faculty member by February 15 that his contract will continue on a yearly basis.

(b) Attainment of the rank of Assistant Professor or higher.

(c) Evaluation and recommendation by the Professional Standards Committee to the Office of the President of the College and the Board of Trustees.

i. The Professional Standards Committee shall be composed of such personnel as defined by the Constitution of the Community Congress.

ii. The Committee shall secure letters from the appropriate Department Chairman and the Dean of the Faculty, containing relevant data on faculty eligible for tenure. Actions of the Committee shall then be passed to the Office of the President of the College and subsequently to the Board of Trustees.

(2) Conditions of Tenure

(a) Upon appointment to tenure status, a faculty member shall have continuous employment until retirement age as set by college policy or until charges of professional incompetence, moral turpitude, or emotional and/or physical disorders are admitted to or proven, or until financial exigency makes it necessary to eliminate a position.

i. If charges of professional incompetency or moral turpitude are preferred against a faculty member, that faculty member has the right to a hearing as outlined in the Procedures for the Release of Unsatisfactory Faculty Members.

ii. When reduction of staff must be made, personnel to be retained will be determined on the bases of professional qualification first, then tenure, then length of service to this college, and finally academic rank.

Faculty released under these conditions shall be reinstated in the reverse order of their release and no new appointments shall be made while there are suspended faculty available who are professionally qualified.

iii. A faculty member who is certified by a committee of three appropriate medical specialists to be suffering from an emotional and/or physical disorder which interferes with his academic performance shall be immediately relieved of his duties.

iv. If faculty who have tenure are released for any cause other than moral turpitude, salary shall be continued for a period of at least six months from the effective date of dismissal.

v. When faculty who have tenure must be released for moral turpitude, the Office of the President of the College shall determine what payments, if any, will be made beyond the effective date of dismissal.

(b) A faculty member with tenure who intends to leave the College must present his resignation in writing to the Office of the President of the College no later than 30 days after the issuance of a new contract if he will be not be returning for the following fall.

f. Release of Unsatisfactory Faculty Members

(1) Definition and Special Cases

(a) Faculty members who have less than two years of full-time employment at Elizabethtown College are considered to be in a probationary period. Such faculty members and part-time faculty members are to be dealt with directly by the Office of the President or a designated representative in the way he thinks best.

(b) A faculty member who has two or more years of tull-time employment at Elizabethtown College but has not received tenure may request a meeting with the President or Executive Vice-President, the Dean of the Faculty, the Faculty Committee on Release, and others designated by the President. He shall make this request in writing to the Faculty Committee on Release. Within twenty-four hours after the neeting, the Faculty Committee may, if they desire, indicate in writing their observations and comments to the Office of the President. The twenty-four hour time limit may be extended by mutual agreement of the Office of the President or a designated representative and the Chairman of the Faculty Committee on Release.

(c) The faculty member involved in the procedure shall have attained tenure. He shall be referred to hereafter as "member."

(2) Procedures

(a) The Office of the President, the Dean of the Faculty, and the Department Chairman shall determine when a faculty member is not satisfactorily meeting his obligations, academic and/or personal, to Elizabethtown College. The Office of the President, the Dean of the Faculty, the Department Chairman, and any other people they deem of value, shall then meet with the member, discuss the problem, and attempt to reach a satisfactory solution.

(b) Should the problem not be resolved, the Office of the President or a designated representative is to indicate to the member in writing when and how his services are to be terminated. The member shall be informed in writing of the specific evidence against him. This notification shall take place within one month after Procedure 1. Should more than one month elapse, Procedure 1 should be repeated before Procedure 2 is adopted. If the faculty member has not received a written contract for the coming year by April 1, he may, in writing, request the Office of the President to inform him if, when, and how his services are to be terminated. The Office of the President will acknowledge and fulfill this request within two weeks.

(c) The member may, if he desires, notify in writing the Faculty Committee on Release, requesting a hearing on the release. This request is to be made within four weeks after the member has received the written notice from the Office of the President. The member, by written request, may halt the Committee's procedure at any time.

(d) Within three weeks after the written request is received, the Faculty Committee on Release shall determine a suitable time and place for a hearing. This three week period may be extended if mutually agreeable to the Faculty Committee on Release, the Office of the President, and the member.

(e) The meeting shall be held by the Faculty Committee on Release. The hearing shall be open to the member's peers. The member shall have the following minimum rights:

  i. He may have an adviser of his own choosing.
  ii. He may have witnesses appear in his behalf.
  iii. He shall be confronted with the evidence concerning his release. This shall be presented concretely and without hearsay. Hidden or secret-informer evidence shall not be accepted or recognized by the Faculty Committee on Release.
  iv. A stenographic record shall be made of the entire hearing. This shall be held by the Faculty Committee on Release and made available only if mutually agreeable to the Faculty Committee on Release and the Office of the President and the member.

(f) The sequence for the hearing shall be as follows:

  i. The President or his designated representative is to organize and present the evidence in the way he deems best including, if desired, the calling of witnesses. He must, however, fulfill the member's rights as found in item e, ii and iii.

ii. Following this, the member shall have time to defend his position.

iii. The Faculty Committee on Release may then inquire into the matter in the way the members think best.

iv. Time shall then be allowed for the Office of the President or a representative to make a summation.

v. The hearing shall conclude with a summation by the member or his representative.

vi. The Faculty Committee on Release may limit time for any part of this inquest as it sees fit.

vii. The Faculty Committee on Release shall then meet in closed session for discussion, if desired, and vote on the fairness of the release.

viii. The majority opinion shall then be immediately forwarded in writing to the Office of the President. At the same time, the result shall be released to the faculty. The vote count shall not be divulged, except to the Faculty Committee on Release members. Also, the vote count shall not be recorded.

ix. Within three days after the Office of the President receives the recommendation from the Faculty Committee on Release, a representative of the office shall make the final decision and transmit this in writing to the member and Faculty Committee on Release to notify the faculty of the decision of the Office of the President. This shall conclude the matter.

g. Department Chairmen Appointment

(1) Recruitment. A Department Chairman shall be recruited by the Dean of the Faculty. Recommendations for the position of Department Chairman may be received from any source by the Dean of the Faculty, who will consult with members of the concerned department before sending a written recommendation to the Office of the President of the College. The Office of the President makes the appointment.

(2) Appointment. A Department Chairman shall be appointment for a three-year term, renewable upon the recommendation of the Dean of the Faculty in individual consultations with the departmental staff. A newly appointed Department Chairman, not previously a member of the department, shall serve for one year as acting chairman, after which time he may be appointed as Chairman for a full three-year term.

(3) Acting Chairman Appointment. In case of disability, resignation, leave of absence, or death of the incumbent, the Dean of the Faculty, in individual consultations with departmental staff, will select an acting chairman for the remainder of the academic year.

Any exceptions to these policies of appointment, tenure, promotion may be placed before the Personnel Council by the Dean of the Faculty through the Office of the President.

Detailed responsibilities for Department Chairman are found under Academic Administration on page 12.

2. Tutorials, Fees, and Awards

a. Tutorials and Fees

Salaries are paid according to an announced schedule and checks may be picked up in the office of the Business Manager, ground floor of Alpha. They cover nine months of the academic year unless otherwise contracted but are distributed over a twelve-month period. For futher information see "Payroll Checks" under Business Office Procedures.

Special Fees		Remuneration
Tutorial	$90	75% (maximum equal to part-time rate for rank)
Test for credit	20	$10
Make-up exam per credit	2	2 per credit

b. The John Frederick Steinman Foundation Award for Teaching Excellence

The John Frederick Steinman Foundation Award for Excellence in Teaching at Elizabethtown College shall be presented annually in two parts:

-- To the individual member of the teaching faculty who is judged outstanding with regard to criteria established for this award.

-- To the academic department of the College which is judged to be outstanding in teaching performance as a result of the collective efforts of the faculty members involved.

Each award will be a cash prize in the amount of $500 to be announced and presented during the spring commencement exercises by the President of the College or his designated representative.

The purpose of these prizes is to encourage and foster superior teaching on the part of the faculty of Elizabethtown College in recognition of the fact that the learning relationship between teacher and student is of central importance in the total program of the institution.

(1) The Award to the Individual Teacher

The following procedures and criteria are utilized to designate the individual award winner:

(a) Eligibility

All members of the teaching faculty with the rank of Assistant Professor or above who teach at least a two-thirds teaching assignment will be eligible for the award.

(b) Method of Selection

Members of the Student Honor Societies (Men's and Women's) will submit a list of at least six (6) nominees chosen on the basis of criteria outlined by a committee including the Dean of the Faculty, two students appointed by the President, the award winners of the previous three (3) years, and two (2) recently graduated alumni. (It is assumed that faculty members serving on the committee will not be eligible for the award.)

(c) Criteria

In choosing the nominees for the award, and in making the final selection, the following criteria are to be given serious consideration:

i. General ability as a teacher: speaking ability, ability to explain, attitude toward subject, knowledge of subject, attitude toward students, fairness in grading, ability to stimulate thought, and ability to inspire students.

ii. Reflection on the stated purposes and objectives of Elizabethtown College.

iii. Service to Elizabethtown College.

(d) Publicity

Publicity may be given to the nominees under consideration prior to the formal announcement at commencement. However, no advance public announcement of the award winner shall be made. All publicity attendant to the award shall include the name of the John Frederick Steinman Foundation Award and an explanation in the purpose of the award and criteria used in the selection process.

(2) The Award to the Academic Department

The following procedures and criteria are utilized to designate the academic department qualifying for the award:

(a) Eligibility

All academic departments listed in the College catalog shall be eligible for the award.

(b) Method of Selection

Members of the Student Honor Societies (Men's and Women's) shall submit a list of at least three (3) departments chosen on the basis of criteria listed below. Final selection of the department to be given the award shall be made by a committee including the Dean of the Faculty, Assistant to the Dean of the Faculty and two (2) senior students appointed by the President of the College.

(c) Criteria

In choosing departments for initial and final consideration as award winners, the following criteria are to be given serious consideration:

i. Collective effectiveness of department members as teachers.

ii. Interest of the department in innovating more effective teaching techniques.

(d) Publicity

No advance publicity shall be given to the departments considered for the award prior to the formal public announcement at commencement. Only the award-winning department shall be indicated. All publicity attendant to the award shall include the name of the John Frederick Steinman Foundation Award and an explanation of the purpose of the award and criteria used in the selection process.

The President of the College shall have an advisory relationship to committees involved in the selection process. Only income derived as interest on the principal of the award endowment shall be used in underwriting the annual cash prizes.

B. Agreement Between The Professional Community of Elizabethtown College and The President of Elizabethtown College. September 1, 1974 to August 31, 1975.

ARTICLE I

RECOGNITION

A. Unit

The President[1] hereby recognizes the "Personnel Council" as the exclusive and sole representative for negotiating for all professional employees.[2]

ARTICLE II

PREVIOUS AGREEMENT BETWEEN THE PRESIDENT AND PROFESSIONAL STAFF EMPLOYEES

A. Long Standing Agreements

The approval of the contract by the Professional Staff and the President of Elizabethtown College in no way negates previous individual long-standing agreements between the President and an individual employee. Any fringe benefits or conditions of employment at variance with the condition of employment defined in this contract that a member of the professional staff may have negotiated with the President prior to this agreement will be continued unless dissolved by mutual agreement between the Professional Staff Member and the President, except that these agreements will be written and filed with the chairperson of the Personnel Council and the Personnel Office.

B. Procedure and Limitations

1. Long-standing agreements not in writing must have supportative evidence or if evidence is not available mutual agreement between the President and the professional staff member is necessary.

2. All agreements must be filed February 1, 1975.

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[1] Whenever the title President appears in this contract, it refers to the President or to the individuals to whom he has explicitly delegated responsibility.

[2] Professional employees as used in this contract refers to all administrators and faculty who are members of Divisions I, II, III and V.

ARTICLE III

NEGOTIATION OF A SUCCESSOR AGREEMENT

A. Deadline Date

The parties agree to begin the 1975-76's negotiations no later than November 1, 1974. Any agreement so negotiated shall be presented in writing and ratified by both parties.

B. Modification

This agreement shall not be modified except by an agreement, in writing, duly executed by both parties.

C. Administration of the Contract Through Consultation

The Negotiating Committee of the Personnel Council and the President shall meet at least six times per year at reasonably spaced intervals to consider legitimate and proper subjects of collective negotiations as well as other related matters that may be placed on the agenda by either party.

ARTICLE IV

PROFESSIONAL SALARIES

A. Salary Increments

If as of September 20, 1974, the official full-time student enrollment is less than 1362 (2% less than 1390), a renegotiation of professional salaries may take place. In the event that enrollment is 1362 or more, the salary increment shall be based upon the following schedule:

Number of Students	Percentage Increase
1362 - 1424	3%
1425 - 1434	4%
1435 - 1449	5%
1450 - 1464	6%
1465 - 1469	7%
1470 - 1479	8%
1480 - 1499	9%
1500 - or more	10%

B. 1) Minimums for Faculty by Rank

Rank	Minimum
Instructor	$ 7,500
Assistant Professor	$ 9,500
Associate Professor	$ 11,500
Professor	$ 13,500

2) Staff members whose salaries are below the minimums for their rank (new rank, in the case of promotions) shall be brought to the minimums of that rank.

C. The professional community and the College agree to place salary schedules and maximum salaries on the agenda for negotiations for the 1975-76 memorandum of agreement.

D. Equalization

It is recognized that in the past there have been salary discriminations by sex. The College has been working to eliminate these inequities and has been cleared by the Wage and Hour Division under the Fair Labor Standards Act. If there are inequities not yet identified, the College will continue efforts to eliminate them.

ARTICLE V

FACULTY APPOINTMENT AND RANK

A. Promotion Criteria

It is expected that candidates for employment at Elizabethtown College will meet the requirements for a particular rank before being offered employment at that rank. Every effort will be made to preserve consistency between hiring and promotion practices. Initial appointments will generally be made at the rank of Instructor. Under exceptional circumstances this requirement may be waived, but only with the consent of the Dean of the Faculty and the President.

1. Academic and Years of Service Requirements

   a. Instructor - Master's degree or equivalent* required

   b. Assistant Professor

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*"Equivalency" will be evaluated by the Dean and the Professional Standards Committee. It may include: additiinal or unconventional academic experience; scholarly achievement as represented by research or publication; artistic achievement; or extensive business, industrial or other professional experience related to the candidate's field.

(1) Master's degree or equivalent required plus six years of full-time teaching at Elizabethtown College, or
(2) an earned doctorate or equivalent plus four years of full-time teaching at Elizabethtown College.

c. Associate Professor

(1) Master's degree and all course work completed for the doctorate degree or equivalent plus six years of full-time teaching at Elizabethtown College at the Assistant Professor rank, or
(2) an earned doctorate or equivalent plus four years of full-time teaching at Elizabethtown College at Assistant Professor level.

d. Professor

Earned doctorate or equivalent required plus twelve years of full-time teaching at Elizabethtown College, six of which have been at the Associate Professor level.

2. Professional Achievement Requirements

Having met the above Academic and Years of Service requirements, the faculty member's eligibility for promotion will be determined in addition by the Professional Standards Committee's evaluation of the extent of his achievement in the following areas:

a. Teaching performance: an evaluation of instructional quality and ability as measured, for example, by:

(1) students
(2) the faculty of the candidate's department
(3) the Dean of the Faculty
(4) alumni
(5) the candidate's self-evaluation

b. Instructional development - as evidenced, for example, by course materials, etc.

c. Research and/or artistic achievement in one's professional field - as evidenced, for example, by publications, art exhibits, concerts, etc.

d. Scholarly growth and achievement - as evidenced, for example, by membership and/or involvement in professional organizations, presentation of papers, the evaluation of the candidate's potential by scholars outside the institution, etc.

e. Service to the institution beyond the classroom - as evidenced, for example, by work on councils or committees, advising students, involvement in placement of students, public relations work, etc.

Note: It is not expected that any individual candidate would be equally strong in all areas.

B. Promotion Procedure

1. The chairman of each department shall annually nominate the faculty members of his department eligible for promotion and/or tenure. This nomination shall be with the consent of the nominee. The chairman shall submit to the Dean of the Faculty the nomination in writing by November 1 with documented evidence in support of the nominee's eligibility in accordance with the Academic and Years of Service requirements. A faculty member being nominated shall be responsible for supplying certificates or documented evidence to the chairman of the department for the nomination. A faculty member shall have the right to nominate himself to his department chairman or the Dean of the Faculty, or the right promotion and/or tenure during any given year. Upon consultation with the department chairman the Dean of the Faculty shall notify by November 20 each faculty member who has satisfactorily met the Academic and Years of Service requirements that he is to be considered a candidate for promotion and/or tenure during that year. Members of the faculty not given candidacy may appeal through their department chairmen to the Professional Standards Committee within five (5) working days of the Dean's notification. In no case shall candidacy for promotion and/or tenure be construed or interpreted as inevitable approval for such promotion and/or tenure.

2. The Dean of the Faculty shall notify the chairman of each department by December 1 which members of the department are considered candidates for promotion and/or tenure. The faculty members being considered as candidates for promotion shall submit through the chairmen of the departments to the Dean of the Faculty within thirty (30) days of their notification of candidacy all of the documented evidence in writing qualifying them for the Professional Achievement requirements of the promotion criteria. Evidence submitted and accepted to meet the Academic (i.e., degree or degree equivalency) and Years of Service requirements may not be used as evidence to meet the requirements of Professional Achievement. As part of the supporting evidence for the candidate, the faculty of each department shall evaluate the members being considered for promotion and/or tenure in accordance with the Professional Achievements' requirements and shall convey their recommendation in writing to the chairman of the department who shall in turn forward them to the Dean of the Faculty. In the case of an evaluation of a department chairman for promotion and/or tenure another member of the department shall

convey the recommendations in writing to the Dean of the Faculty. The chairman of the department shall annually notify the departmental representatives to the Student Senate which members of the department are considered candidates for promotion and/or tenure. The department representatives shall be responsible for conducting a student evaluation and shall convey this evaluation in writing with documented support through the chairman of the department to the Dean of the Faculty.

3. The chairman of the department and/or the candidate himself may also seek evaluation of the candidate being considered for promotion and/or tenure from other groups and/or individuals such as recent alumni or professional colleagues not associated with the College and submit such information in writing through the chairman of the department to the Dean of the Faculty.

4. The Dean of the Faculty shall share with the Professional Standards Committee all of the written and documented materials submitted in support of the dandidate's promotion and/or tenure under consideration for the current year. The committee shall evaluate the submitted information of each candidate in consultation with the Dean of the Faculty on the awarding of promotion and/or tenure for each candidate. The department chairmen shall be available for consultation with the committee in its deliberations. After evaluation by the Professional Standards Committee, the Dean of the Faculty shall notify each candidate of the committee's decision by February 1.

5. In the case of a person not recommended for promotion and/or tenure, the Dean shall outline the reasons for such action. Any candidate wishing to appeal the committee's recommendation with respect to his own promotion and/or tenure on the basis that the decision was either prejudicial, capricious, or inconsistent (in regard to the application of guidelines) may request a hearing of the Professional Standards Committee. This request must be submitted in written form to the chairman of the Professional Standards Committee within ten (10) days of the faculty member's notification of the committee's recommendation. This shall constitute the initial level of the grievance procedure when a faculty member appeals the recommendation of the committee stating the bases upon which the decision of the Professional Standards Committee was either prejudicial, capricious, or inconsistent. The appeal must be submitted within seven (7) working days prior to the time of the meeting in which the appeal would be reviewed.

6. In the event there is no informal resolution, the Personnel Council shall become the next level of the grievance procedure and constitute an Appeals Board for a faculty member still wishing to appeal tenure. The appeal request must be submitted in written form to the chairman of the Personnel Council within ten (10) days after the hearing with Professional Standards Committee.

The appeal itself must be submitted in writing to the chairman of the Council stating the bases upon which the decision of the Professional Standards Committee was either prejudicial, capricious, or inconsistent. The information available to the Dean and the Professional Standards Committee shall be made available to the Personnel Council for their deliberations. A majority vote of the Personnel Council, acting as an Appeals Board, shall be necessary for a recommendation in favor of promotion and/or tenure. The representative of the Office of the President or any members of the Professional Standards Committee who are also on Personnel Council shall absent themselves from the Personnel Council when it is acting as an Appeals Board.

7. The recommendation of the Professional Standards Committee as amended by vote of the Personnel Council in the cases of appeals shall constitute the recommendation to the Office of the President regarding promotions and/or tenure.

ARTICLE VI

ADMINISTRATIVE APPOINTMENTS

Appointments and renewals shall be for one-year terms during the first five (5) years of employment and thereafter shall be two-year terms renewable every years.

ARTICLE VII

RETIREMENT

The retirement age at Elizabethtown College is sixty-five (65). Continued employment at Elizabethtown College of a person retired from Elizabethtown College should not be expected, but may be agreed to on a year by year basis.

ARTICLE VIII

FRINGE BENEFITS

A. Personal Benefits

1. Insurance (Effective October 1, 1974)

   a. The Major Medical maximum shall be increased from $20,000 to $25,000 per cause.

   b. The hospital room and board shall be increased from $45.00 to $55.00 per day. Other charges for hospital expenses shall be increased from $675.00 to $825.00.

The cost of the increased benefits shall be shared by both the College and the professional employee according to the present ratio.

i.e. Contributions (as of April 1, 1974)

	College		Faculty Member	
Per month Employee only	From to	$3.965 $4.222	From to	$3.25 $3.40
Per month Employee with one or more dependents	From to	$13.228 $14.241	From to	$11.12 $11.80

2. Personal Days

a. Definition - the College realizes that special circumstances such as family medical or legal problems, and special personal or family related problems, etc., may develop throughout the year which may require an employee to be absent from his job. An absence of this nature is not considered as sick leave or as a vacation day for the employee.

b. Procedure - the use of a personal day shall be reported in writing to the Personnel Office within twenty-four hours of its occurrence. The written notice to the Personnel Office shall contain only the date that the personal day was used, the reason, and the signature of the employee. The employee will be paid in full for the personal day.

The personal day concept is not an integral part of current sick leave policy but the same procedures shall be followed for covering the duties of the absent individual. The following schedule determines the number of personal days which an employee may use based on his years of service to the College:

First Year	- 1 day
After first year	- 2 days

c. Emergency leaves (e.g. death in family) will be arranged on an individual basis with the professional employee's immediate supervisor. Immediate notification of the arrangements will be forwarded to the Personnel Office.

3. Leave of Absence

A leave of absence for one year without pay may be available to the professional employee who gives evidence of his intention to return and whose continued employment the College would normally anticipate.

Professional benefits available to this person are: graduate tuition aid, dissertation assistance, and post-doctoral aid. Personal benefits available are: retirement and insurance benefits if the professional employee carries both the personal and College share of the cost, and tuition remission. All benefits must be repaid if the professional employee does not return to college employment for a minimum of two years.

Total disability, unemployment insurance and sick leave do not apply during the term of leave.

4. The following Personal Benefits shall remain as stated in the September, 1972, Administration and Faculty Manual, and are incorporated by reference herein: (listed here for convenience)

a. Total Disability
The College also provides a total disability benefit carried with TIAA. After six months of continuous total disability a monthly income benefit will be provided equal to 60% of the first $1000 of monthly salary base at the beginning of the period of continuous total disability plus 40% of the monthly salary base above $1000, less Social Security benefits received during the period of each monthly income benefit payment. In no event will the sum of the monthly income benefit and the Social Security benefit exceed $800, not will the monthly income benefit be less than 50%. There is no cost to the faculty member for this benefit.

Two successive years of employment with the College must be completed before the total disability benefit is effective.

b. Unemployment Insurance
The College is insured for all employees except, 1) regular students attending classes (full or part-time), and 2) wives of students if notified by employer at the point of employment that their wages are being considered financial aid for their spouse.

Questions should be addressed to the Director of Personnel.

c. Sick Leave Policy for Faculty
(1) Provisions for sick leave up to and including the first five (5) working days of illness are to be worked out by the department without any compensation to substitutes from the department and without any debit to the accumulated sick leave of the person involved.

(2) The faculty member is to be credited with fifteen (15) days of sick leave per year. These are to be working days, that is,

days on which the faculty member has responsibilities on campus. There is to be unlimited accumulation of earned days, but in any one period of illness only enough days to carry the person up to the time when the TIAA group total disability insurance begins may be used. Days of credit not used in one period of illness are to be carried over to the next illness.

(3) The credit or earned days for sick leave will be retroactively applied to all faculty members now on the staff. (1972)

(4) Faculty members called upon to replace other faculty members during periods of extended illness (other than the first five (5) days mentioned in paragraph one) will be compensated on the basis of their existing salary and the length of their substitution.

(a) The following formula will be used:

1/128 of salary for each week of substitution (assuming one course of three credits)

1/3 of this figure for each hour of substitution which does not make up a full week

(the 1/128 figure -- 1/32 (16 weeks per semester) times 1/4 (a normal course load of 12 hours.

Ex. salary - $6,400.00 per year
1/128 - 50.00 per week substitution (3 hours)
1/3 - 16.66 per hour - for each hour less one week

(b) The first week of substitution is to be counted as sick leave and compensation is to be made for the first week if the illness extends behond five (5) working days.

(c) The substituting faculty member's normal course load is that which he is scheduled for or is at the time carrying. All hours above this normal load are to be paid for at the rate detailed above. This payment is to be made regardless of the actual number of hours the faculty member is teaching at the time and is not to be related to any "contractual" limit.

(d) It is also assumed that the faculty member who is being paid for substitution will perform his duties in a responsible manner even if this entails extra preparation.

(e) The above provisions do not preclude the possibility of the administration and/or the trustees from making more lenient allowances should conditions in their opinion warrant such allowances. Nor does it deny the right of faculty members to tender assistance to other faculty members in difficult situations above and beyond the policy provisions.

(f) Interpretation of the above provisions in problem cases should be made by a committee consisting of a member of the Office of the President of the College or a designated representative and the Personnel Council. Appeals should also be made in writing to this body.

d. Sick Leave Policy for Administrators

(1) Eligibility

(a) It is understood that members of the administration affected by this policy are those under contractual agreement with the College and hired by the President of the College.

(b) The policy does not include full-time administrators sixty-five (65) years of age or older.

(c) It is intended that this policy provide for long-term disability.

(2) Policy

(a) The policy provides for the accumulation of sick leave at the rate shown in the table below. It is based on years of service to the College. The maximum that can be accumulated would be one-hundred-twenty (120) working days at full pay.

(b) The policy provides for the accumulation of unused sick leave up to a maximum of one-hundred-twenty (120) working days unless otherwise specified.

TABLE I
RATE OF ACCUMULATION OF SICK LEAVE

LENGTH OF SERVICE	DAYS SICK LEAVE FULL PAY	TOTAL ACCUMULATIONS (UNUSED DAYS)
Less than 2 years	30 per year	None
Two years and less than 3 years	30 per year	60
Three years and less than 4 years	30 per year	80
Four years and less than 5 years	30 per year	100
Five years and over	30 per year	120

(3) Guidelines

(a) Employees covered by this policy would become eligible for the College's TIAA Total Disability Program after six (6) months of illness.

(b) The College reserves the right to ask for medical opinion when illness occurs.

(c) When an employee is injured on the job, and receives workmen's compensation benefits, he will be paid in full his earnings for the masimum of his accumulated sick leave days. The workmen's compensation benefits will be considered as a part of the full earnings. If the absence continues beyond the period of accumulated sick leave days, he will be paid the amount required under the Workmen's Compensation Act.

(d) In no case shall the sick leave benefits be paid beyond the date of termination of employment be resignation.

(e) The department chairman or supervisor should immediately report any illness to the applicable administrator who shall keep detailed records on each employee pertaining to the length of illness and reason for absence (specific illness, or details of the accident). At the end of each semester a report shall be made to the Personnel Office by the applicable administrator (Dean of Faculty, Director of Student Affairs, Director of Public Affairs, and the Treasurer).

5. Tuition Benefits - Dependent Children

a. The following assistance to full-time faculty and administrative members toward an education for their legal children is available provided the child is dependent, under the age of twenty-four (24) and the financial responsibility of the member's family. The student must satisfy the requirements for admission and must continue in good standing (academic and conduct) in order to be eligible to receive this benefit.

(1) Tuition Remission at Elizabethtown - 100% remission is available.

(2) Tuition Exchange Program - Children of faculty and administration who are eligible and acceptable at Elizabethtown College and who choose to go to another post-secondary institution may have the foregoing benefit as available under the Tuition Exchange Program. The rate of tuition remission is 100%.

TUITION EXCHANGE MEMBERSHIP LIST (ALPHABETICAL) - May, 1974

Adrian C., Mich.
Albright C., Pa.
Alfred U., N.Y.
American U., D.C.
Augustana C., Ill.
Aurora C., Ill.
Baldwin-Wallace C., Ohio
Bard C., N.Y.
Baylor U., Texas
Beloit C., Wis.
Berea C., Ky.
Bethany C., W. Va.
Bradley U., Ill.
Bridgeport, U. of, Conn.
Bridgewater C., Va.
Bucknell U., Pa.
Butler U., Ind.
Centre C. of Kentucky, Ky.
Chatham C., Pa.
Clark U., Mass.
Clarkson C., of Tech., N.Y.
Coker C., S.C.
Colorado C., Colo.
Columbia U. College of Pharmaceutical Sci., N.Y.
Cornell C., Iowa
Culver-Stockton C., Mo.
Dallas Baptist C., Texas
Davidson C., N.C.
Defiance C., Ohio
Denison U., Ohio
Drake U., Iowa
Drury C., Mo.
Eastern C., Pa.
Elizabethtown C., Pa.
Elmhurst C., Ill
Emory and Henry C., Va.
Finch C., N.Y.
Florida Southern C., Fla.
Florida, U. of, Fla.
Franklin C., Ind.
Gallaudet C., D.C.
Geneva C., Pa.
Guilford C., N.C.
Hamilton C., N.Y.
Hamline U., Minn.
Hanover C., Ind.
Harding C., Ark
Hartwick C., N.Y.
Heidelberg C., Ohio
Hillsdale C., Mich.
Hobart and Wm. Smith C., N.Y.
Hofstra U., N.Y.
Hood C., Md.
Huntingdon D., Ala.
Illinois C., Ill.
Illinois Inst., Tech., Ill
Indiana Central D., Ind.
Ithaca C., N.Y.
Judson C., Ill.
Kalamazco C., Mich.
Keuka C., N.Y.
Keystone Jr. C., Pa.
Lebanon Valley C., Pa.
Lewis and Clark C., Ore.
Linfield C., Ore.
Louisville, U. of, Ky.
Luther C., Iowa
Marietta C., Ohio
Mary Baldwin C., Va.
Mary Hardin-Baylor C., Tex.
McPherson C., Kansas
Middlebury C., Vt.
Mills C., Calif.
Millsaps C., Miss.
Missouri, U. of, at Kansas City, Mo.
Monmouth C., Ill.
Moore C. of Art, Pa.
Moravian C., Pa.
Muhlenberg C., Pa.
New England C., N.H.
New York, State U. of, at Buffalo, N.Y.
Northland C., Wis.
Norwich U., Vt.
Oglethorpe C., Ga.
Ohio Wesleyan U., Ohio
Pace C., N.Y.
Pacific, U. of the, Calif.
Pacific U., Ore.
Park C., Mo.
Phil. College of Art, Pa.
Phil. College of Pharmarcy and Science, Pa.
Pittsburgh, U. of, Pa.
Polytechnic Inst. of N.Y., N.Y.
Pratt Institute, N.Y.
Puget Sound, U. of, Wash.
Quinnipiac C., Conn.

Tuition Exchange - cont'd.

Randolph-Macon C., Va.
Randolph-Macon Woman's C., Va.
Redlands, U. of, Calif.
Reed C., Ore.
Richmond, U. of, Va.
Rochester Inst. of Tech., N.Y.
Rochester, U. of, N.Y.
Rockford C., Ill.
Rollins C., Fla.
Roosevelt U., Ill.
Rutgers U., N.J.
St. Andrews Presbyterian C., N.C.
St. Lawrence U., N.Y.
Salem C., N.C.
Sarah Lawrence U., N.Y.
Shimer C., Ill.
Shorter C., Ga.
Simmons C., Mass.
South, U., of the, Tenn.
Southern Calif., U. of, Cal.
Springfield C., Mass.
Stanford U., Calif.
Stetson U., Fla.
Stevens Inst. of Tech., N.J.
Stratford C., Va.
Susquehanna U., Pa.
Syracuse U., N.Y.
Tampa, U. of, Fla.
Temple U., Pa.
Trinity U., Texas
Tulane U., La.
Union C., Ky.
Union C., N.Y.
Upsala C., N.J.
Ursinus C., Pa.
Valparaiso U., Ind.
Vermond, U. of, Vt.
Virginia Military Inst., Va.
Wabash C., Ind.
Wagner C., N.Y.
Washington C., Md.
Washington U., Mo.
Wells C., N.Y.
Wesleyan C., Ga.
Wesleyan U., Conn.
Western Maryland C., Md.
Westminster C., Mo.
Westminster C., Utah
Whitworth C., Wash.
Widener C., Pa.
Wilkes C., Pa.
Willamette U., Ore.
Williams C., Mass.
Wittenberg U., Ohio
Wofford C., S.C.
Wooster C., Ohio

(1) **Cash Remission** - this program involves a direct payment of money from Elizabethtown to the receiving institution. The rate of remission shall be calculated as follows: no remission during the first three (3) years of Elizabethtown College employment; 50% remission during the second three (3) years of employment; and 80% (see 5, B, 1) remission thereafter. The percentage shall be calculated on the lowest tuition using the tuition of Elizabethtown or the college attended as the base.

(4) **Overseas Program** - Overseas programs which fall within the jurisdiction of and have the approval of one of the above listed programs, remission shall be calculated on the basis of total expenses (comparable to American college fees, tuition, room and board, and travel costs to and from the site of the program) the rate of remission based upon years of service as stated in the Cash Remission plan above.

(5) **Event of Death or Permanent Injury** - the tuition remission benefit accruing to children of full-time professional staff members is available as a death benefit if the professional staff member has completed three years of employment at Elizabethtown College and is in the employ of the College at the time of death. The benefits may be initiated over a period of five (5) years after the death of the employed parent and will continue in force once initiated until the eligibility is exhausted. Afther the sixth year of employment at Elizabethtown College, the benefit will extend until all children of the staff member have exhausted their eligibility.

If, while fulfilling the requirements of his job, a staff member is killed, or permanently injured to the extent that he can no longer fulfill the occupational requirements, the death benefit becomes the same as if the staff member had completed the six-year employment requirement.

The tuition remission benefit will only be available as a death benefit either at Elizabethtown College or under the Tuition Exchange Program.

b. Limitations and Procedures

(1) Cash remission is a change from 1973-74 policy. Professional personnel now receiving this benefit or approved by the end of 1973-74 to begin receiveing it in 1974-75 shall continue to receive 90% cash remission; those who begin receiving the benefit in 1975-76 shall receive 85% case remission; and those who begin receiving it in 1976-77 and thereafter shall receive 80% cash remission.

If the College, for any reason, withdraws from the Tuition Exchange Program, the rate of the tuition remission for professional staff will revert to 90%.

(2) Tuition benefit is available for a maximum of eight semesters (calculating a summer session--two summer terms--as one semester) and not in excess of one-hundred-twenty-eight semester hours. Overloads are not included. A given course may be covered only once during the entire program.

(3) Except as stated otherwise herein, this benefit relates only to basic tuition, not including general fees. No other costs to the student are covered by this arrangement.

(4) The tuition remission benefit terminates with termination of employment at Elizabethtown College except in the case of the Death Benefit.

(5) Arrangements are handled through the Office of the Director of Personnel and approved by the Office of the President of the College. Matters of academic eligibility are handled by the Admissions Office of the importing institution.

6. Tuition Benefits - Professional Employees and Spouses

a. Tuition Waiver for Professional Employees
Professional employees may take a course or courses for credit at Elizabethtown College by paying an overhead fee of $20.00 per course regardless of previously earned degrees or academic record. In case the course requires special fees, those fees shall be added to the $20.00 overhead charge. In case of full sections by paying students, this benefit may be suspended for those sections. If the course is required as part of an approved program under Graduate Tuition Aid, then money can be obtained through the Graduate Tuition Aid benefit.

b. Spouses of Professional Employees
Spouses of full-time members of the faculty and administration are eligible for the same benefits as outlined in Article X, A, 5, a, and on the same basis of eligibility for attendance at Elizabethtown College only.

B. Professional Benefits

The following Professional Benefits shall remain as stated in the September 1972 Administration and Faculty Manual and are incorporated by reference herein: (listed here for convenience)

1. Graduate Tuition Aid - The College will pay actual tuition for course work taken at accredited universities directly applicable to the Master's degree if no Master's degree is held by the individual involved, or toward the doctorate if no earned doctorate is held by the individual involved. The amount payable

will not exceed $400.00 in any given academic year, (September 1 - August 31), and will be payable upon the continuation of service to Elizabethtown College for a period of one year. In exceptional instances course work not leading to a terminal degree may be approved.

2. Dissertation Assistance -

   a. The College will support the final stage in the writing of a doctoral dissertation in an amount equal to the salary of one summer term (five weeks).

   b. The College will underwrite the typing of the final version of a doctoral dissertation.

3. Post-Doctoral Aid - Members of the faculty with earned doctorates may be reimbursed for attending refresher courses or institutes under the same terms as in #2 above.

4. Research Aid - Special stipendsfor research projects other than a dissertation may be supported to the extent of one summer term salary (five (5) weeks).

5. Attendance at Scholarly Meetings - Elizabethtown College encourages attendance at scholarly and professional meetings on the part of the faculty. At the same time it recognizes that there may be values to the faculty member personally beyond anything which he may contribute by his professional services to the College.

   Faculty allowance for conference travel are therefore available as follows:

   a. The funds allocated for department conference budgets per year will be determined by $75 per full-time faculty member and will be limited to the use of full-time faculty members to cover actually incurred travel and living expenses at professional conferences.

   b. The guidelines for the administration of the budget shall be as follows:

      (1) Maximum travel and living expenses available to any given faculty member shall be $150 per year.

      (2) Of the $150 a maximum expense of $20 per day shall be available for conference living costs.

      (3) The remaining amount of the $150 shall be available for travel expenses actually incurred calculated at the rate of round trip economy air fare or at the standard mileage rate for the use of one automobile (either a personal car

or a College car) per conference up to the combined travel limit of those attending the conference.

c. Allocation of approved budget travel costs and living allowances shall be worked out at the discretion of the Department Chairman and in consultation with his department members. No more than half of the members of the department shall be absent during a period of regularly scheduled classes. Classes shall be properly covered by the regular members of the department without added remuneration.

d. These provisions assume that the faculty member will pay his own conference registration fee. In cases in which the faculty member is an active participant in such conferences by reading a paper, appearing on the program, or working in the capacity of an officer, exception may be made by the Dean of the Faculty.

Permission to be absent for the purposes of attending scholarly meetings is cleared through the Office of the Dean of the Faculty.

6. Sabbatical Leaves (Article IX)

7. Limitation and Procedures

a. With the exception of Scholarly Meetings, only one of the above Professional Benefits is available to an employee at any one time.

b. Permission to attend scholarly meetings is cleared through the Office of the Dean of the Faculty or by the chief administrator.

c. Benefits other than attendance at scholarly meetings require application through the Office of the Dean of the Faculty or chief administrator and approval by the President.

d. Benefits are available only to those who continue in employment with the College for one year after the benefit is granted and must be repaid to the College in full if such benefits are taken during the final year of employment if the employee leaves the employment of the College voluntarily, except that the attendance at Scholarly Meetings Benefit does not need to be repayed.

ARTICLE IX

SABBATICAL LEAVES FOR PROFESSIONAL STAFF MEMBERS

A. Definition of Sabbatical Leave

1. Definition

A sabbatical leave is an absence from direct college responsibilities for an academic year or a semester* which may be granted to members of the professional staff after aminimum of six (6) years of full-time service at Elizabethtown College.

2. Purpose

a. Sabbatical leaves are intended to contribute through study, research or other scholarly or professional activity to the professional improvement of the staff member and thus to the value of his services to the College upon his return. The program of leave should, therefore, be directly related to the present or intended assignment of the staff member. Sabbatical leaves are not granted as a reward for past services.

b. The President of Elizabethtown College shall have the right to make such regulations as he may deem necessary to insure that a professional staff member on sabbatical leave utilizes such leave constructively for the purpose for which it was granted. He may, for example, require reports from the staff member on his return to the campus.

3. Eligibility

a. Full-time faculty above the rank of instructor, full-time professional librarians and full-time administrators constitute the eligible personnel.

b. The number of years between sabbatical leave shall be at least six. No one shall, however, lose eligibility because of a failure to use a leave at the end of six (6) years of employment.

c. The taking of a sabbatical leave is subject to the institution's ability to provide adequate coverage for the responsibilities of the absent staff member. The President shall make this determination.

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*In the case of administrators or professional librarians, sabbatical leaves are granted for periods of four months or for smaller periods equal to four months.

B. Selection Procedures

1. For Faculty Members

a. A standing committee appointed by and responsible to the Academic Council shall receive and consider applications for faculty sabbatical leaves at a time and in a manner which it shall determine and announce. It shall be known as the Faculty Committee on Sabbatical Leaves. The Committee shall be composed of one member from each of Divisions I, II and III and the Dean of the Faculty. The term of office shall be for three (3) years with one vacancy occurring each year.

b. The Committee shall review applications and forward the full list of applicants with such recommendations, commentaries or priorities, as it shall determine, to the President or his designee.

c. Should the President reject in whole or in part the Committee's recommendations, the Committee shall be notified in writing and the chairman shall be given an opportunity to discuss the matter with the President or his designee.

d. The President shall make and announce his decision with respect to the granting of sabbatical leaves not later than December 1st prior to the beginning of the academic year during which the leave will commence.

e. However, each year one sabbatical position will be left open until April of the year in which it is granted. This is intended for the use of persons who have not applied earlier, but who have unexpectedly received a grant or special opportunity to use a sabbatical leave. Applications for these sabbaticals should be made in writing to the Committee on Sabbatical Leaves by March 15 of the year in which it will be granted. Should no suitable candidate request this "open" sabbatical leave, it shall be made available to one of the previous candidates in accordance with the recommendations of the Committee on Sabbatical Leaves.

2. For Administration and Professional Librarian

a. A standing committee of four persons, three of whom shall be selected by and from the Administrative Division and the fourth being the Chief Administrator of the program area from which the applicant comes, shall be known as the Committee on Administrative Sabbatical Leaves.

b. The request for a sabbatical leave shall be made to the chairperson of the Administrative Sabbatical Committee at least six months prior to its occurrence.

c. The request shall be made in writing in accordance with guidelines the Committee shall determine and announce.

d. The request shall be approved by the President.

e. In the event the request for a sabbatical leave shall be rejected, the President shall grant the individual an opportunity to discuss the matter.

C. Remuneration

1. For faculty members remuneration is at the rate of full salary for one semester or half pay for a leave of two semesters based on the actual nine-month salary of the year of absence.

2. For administrators and professional librarians, remuneration shall be at the rate of full pay for the actual time taken up to a maximum of four months.

3. This remuneration is regarded as a "loan" which is remitted normally to the College through the staff member's service to the institution rather than through repaying money. Thus half the "loan" is considered to be repaid after the first year of employment after the sabbatical, and the other half at the end of the second year. In the event a staff member leaves the institution within two years after receiving the sabbatical leave, he or she would be liable to return the money on a prorated basis. Therefore, a note is executed by the staff member for which he or she is liable if the member leaves for a position elsewhere within two years.

4. Fringe benefits will continue on the same basis as at the time the leave begins. Social Security and TIAA-CREF contributions will be prorated on the basis of the remuneration actually made.

5. A person on sabbatical leave shall give full time to the program and purposes for which the leave was granted. Employment which infringes upon these purposes may not be entered into. If unrelated employment is accepted, the amount of institutional remuneration will be reduced by the amount of the income from this unrelated source.

D. Rights

1. No such sabbatical leave shall be considered a termination or breach of the contract of employment of the professional staff member. On return he or she shall be returned to the same position and job analysis occupied prior thereto. Arrangements for a transfer to another position or modification of the job analysis may be negotiated before the sabbatical leave is taken or changed by mutual agreement between the President and the employee during the sabbatical leave.

2. Every professional staff member, while on sabbatical leave, shall be considered to be in regular full-time employment in his or her position for the purpose of determining the staff member's length of service and the right to

receive increments and fringe benefits as provided by contract.

E. Limitations

1. Persons on sabbatical leaves are expected to return to the institution for two (2) full years after the leave (see C, 3).

2. The number of faculty sabbatical leaves which may be granted in any one year is one for each twenty-five (25) full-time members of the faculty or major fraction thereof.

3. Personnel on sabbatical leave are not eligible for other professional benefits during the period of the sabbatical leave.

4. The number of "Administration and Librarian" sabbatical leaves which may be granted in any one year is one for each twenty-five (25) full-time members of the administration and library staff or major fraction thereof.

5. The taking of a leave is subject to the institution's ability to provide adequate coverage for the responsibilities of the absent employee (see A, 3, c). This determination shall be made by the President.

F. Grievance Procedures and Arbitration

1. An individual staff member shall have the right to implement the grievance procedure in accordance with Article X hereof, Grievance Procedure and Arbitration, concerning a sabbatical leave decision only as to himself or herself, and, then only with respect to failure to observe the procedures set forth above or insofar as other provisions of the agreement have been violated.

2. Personnel Council shall have the right to bring a grievance action in accordance with said Article X with regard to substantial changes in the policy and/or pattern of granting sabbatical leaves.

ARTICLE X

GRIEVANCE PROCEDURE AND ARBITRATION

A. Intent

It is the declared objective of Elizabethtown College and the Personnel Council to encourage the fair and equitable resolution of grievances. In the interest of maintaining harmony and cordiality within the campus environment and in order to effect a prompt and efficient resolution of grievances, the President, Personnel Council and the Professional Staff shall make available one to the other all known relevant facts. The parties further agree that except as otherwise specifically provided in this agreement, the orderly processes hereinafter set forth shall be the sole method used for the resolution of grievances.

A grievance may be filed by a Professional Staff Member, group of Professional Staff Members of Personnel Council. Personnel Council may present a policy grievance (one which affects more than one person) at any step of the grievance procedure prior to arbitration.

B. Definitions

A grievance is a written allegation based upon evidence that there has been a violation, misinterpretation or improper application of the negotiated contract; or a written statement based upon evidence alleging improper, arbitrary or discriminatory enforcement or application of the Elizabethtown College existing rules, regulations, practices and/or procedures relating to salaries, hours, terms and conditions of employment.

C. Grievance Procedure

Step 1. Personnel Council, or professional staff members, or a group of professional staff members shall present an informal complaint at the lowest possible administrative level having authority to dispose of such matters (e.g., department chairmen and directors). This shall be done within ten (10) days of the date of the alleged injustice or within ten (10) days of the time the aggrieved learns of that occurrence giving rise to the alleged injustice. These dates shall be recorded in the Personnel Office.

Step 2. In the event there is no informal resolution of the grievance at Step 1 within ten (10) days of the presentation of the complaint, the grievant or Personnel Council shall prepare a written statement which specifies: (1) the nature of the grievance in terms of the definition above, (2) the sections of this contract, or of the Professional Manual incorporated herein by reference which has allegedly been violated, (3) facts and/or evidence related to the grievance, and (4) the settlement desired. This statement will be sent to the Dean of the Faculty or other chief administrative supervisors, whichever shall apply. A copy of the grievance shall also be sent to the chairperson of the Personnel Council and to the Personnel Office of the College. This written statement shall be submitted within thirty (30) college working days of the date on which the complaint was recorded in the Personnel Office as in Step 1 above. Within ten (10) college working days following the filing of the written grievance, the Dean of the Faculty or other chief administrative supervisor shall schedule a meeting with the grievant and a representative from Personnel Council. Within ten (10) college working days after the scheduled meeting the Dean of the Faculty or other chief administrative supervisor shall submit a written response to the grievant, the chairperson of the Personnel Council and the Personnel Office of the College.

Step 3. If the grievance is not satisfactorily resolved in Step 2, the grievant or the Personnel Council may, within ten (10) college working days after receiving the written reply from the Dean of Faculty or chief administrative supervisor, submit a written appeal to the President. A conference between the grievant and the President will be granted if requested by either party. In such cases the chairman of the Personnel Council and the chief administrative supervisor may be present by the choice of either party. The President shall within ten (10) working days following receipt of such appeal submit a written response to the grievant, the Personnel Council, and the Personnel Office.

D. Voluntary Mediation and Compulsory Conciliation

If the grievance is not suitably resolved in Step 3, Personnel Council may, within fifteen (15) working days of the receipt of the written response in Step 3, notify the President of the College and the Board of its intent to submit the grievance to mediation/Fact Finding/Conciliation. The 3 steps within this process shall be called Step 1 - Voluntary Mediation and Step 2 - Fact Finding, Step 3 - Compulsory Conciliation.

Step 1. Voluntary Mediation: within fifteen (15) college working days the Personnel Council and the Chairman of the Executive Committee of the Board select a voluntary citizen to act as the mediator in the case. Each party shall alternately suggest a name until agreement is reached on the mediator. The acceptance of the decision of this mediator shall be voluntary until signed by both parties at which time it becomes final.

Step 2. Fact Finding: Within fifteen (15) college working days after the mediator has been selected the Personnel Council or the Chairman of the Board may request a fact finding board from a list of qualified persons maintained by the Personnel Council and the Board (one list). The fact finding board shall conduct hearings, may administer oaths and other reasonable procedures to arrive at the facts. It shall make written findings of facts and recommendations for resolution of the dispute and no later than twenty (20) days from the day of appointment, shall report such findings to the Chairman of the Board and the Personnel Council. If the dispute continues ten (10) days after the report is submitted to the parties, the report may be made public by either parties.

Step 3. Compulsory Conciliation: The Personnel Council and/or the Chairman of the Board may within fifteen (15) college working days of the dated fact finding report request compulsory conciliation. The college shall request from the Professional Association of Mediators the names of seven (7) arbitrators who are familiar with all aspects of the academic environment. The Personnel Council and the Chairman of the Board shall alternately strike a name until one (1) name remains. The person remaining shall be the arbitrator, and his decision shall be reported to the Board of Trustees for their approval and to the Personnel Council for its approval.

E. Procedures and Definition

1. The determination regarding who shall strike the first name shall be made by a flip of a coin.

2. The proceedings shall be closed except to persons necessary to the hearing including counsel.

3. The proceedings shall be scheduled at a convenient time and place for all concerned.

4. The College shall create a budget item in the Personnel Office to cover expenses incurred in Mediation and Fact Finding.

5. The grievant and the College shall share equally in the cost of compulsory conciliation.

6. A college working day shall be defined as a day on which administrative offices are open.

ARTICLE XI

ADMINISTRATIVE RETRENCHMENT

A. Consultation

Elizabethtown College President shall meet and discuss with the Personnel Council or its designee regarding any changes, including those involving programs, which will lead to retrenchment, and thereby have an impact on wages, hours and terms and conditions of employment. In connection with such duty to meet and discuss, accurate information, statistics or financial data related to any such proposed change shall be made available to the Personnel Council.

B. Procedures

Retrenchment, because of financial considerations, program curtailment, elimination of services or other reasons, shall be applied according to the following guidelines.

1. If and when retrenchment is to occur, the President of Elizabethtown College shall, to the extent practicable, make plans to permit the process of natural attrition to be utilized to effect the required reduction of Administration.

2. When, in the opinion of the President of Elizabethtown College, retrenchment becomes necessary and it cannot be accomplished totally by natural attrition, the Personnel Council and the affected Administrators shall be notified prior to implementation, and retrenchment shall be made as circumstances require, provided that the following order shall be utilized to the extent feasible:

    a. temporary, full-time,

    b. regular, full-time.

3. Retrenchment shall be made in inverse order of length of service from the most recent date of employment at the College ("seniority"), provided the remaining Administrators have the necessary qualifications to carry out the responsibilities of the office.

4. Before retrenching an Administrator, the President of Elizabethtown College shall make a reasonable effort to place him in another suitable position in Elizabethtown College or elsewhere.

5. The Administrator to be retrenched shall be given the following notice:

   a. First and second year Administrators - February 15

   b. All other Administrators - February 1

   A retrenchment shall not be considered a non-renewal and an Administrator so retrenched shall not be permitted to grieve that action as if it were a non-renewal. If an Administrator had been scheduled for a sabbatical leave, he shall not be deprived of his sabbatical because he is subject to being retrenched.

   A retrenched Administrator shall be entitled to unemployment compensation benefits.

C. Furlough Period

1. An Administrator retrenched from Elizabethtown College shall, within a period of time equal to his length of service at the College, or three (3) years from his date of retrenchment, whichever is less ("furlough period"), be given preference with respect to an administrative opening for which he applies if deemed qualified.

2. An Administrator who is retrenched from Elizabethtown College shall be placed on a preferred rehiring list and shall retain all prior rights accrued up to the date he was placed on that list. The Administrator with the most seniority shall be the first name placed on such list. He shall be retained on the preferred hiring list for a period equal to his furlough period. No new administrator will be hired to fill a vacancy at the College for which a retrenched administrator on the preferred rehiring list is qualified, unless the vacancy first is offered in writing to all such administrators on that list, for recall in order of placement thereon, for a period of thirty (30) days. In the event an Administrator rejects in writing an offered position in accordance with the foregoing or in the event he does not respond in writing within the said thirty (30) day period, his name shall be passed over, but he shall remain on the preferred rehiring list.

D. Recall

1. All recalled Administrators shall retain all sick leave accumulations, credits for service and sabbatical leave, and shall be entitled to redeposit repurchased past service credits for retirement in accordance with TIAA-CREF regulations.

2. He shall not be considered a new employee for purposes of fringe benefits

provided for Administrators covered by this agreement.

3. In the event an Administrator is recalled to his original position, he shall receive a salary comparable to that which he would have received had he not been retrenched.

4. An Administrator retrenched while on sabbatical leave shall not be liable to repay the "loan" referred to in Article IX, C, 3.

ARTICLE XII

FACULTY RETRENCHMENT

A. Consultation

Elizabethtown College President shall meet and discuss with representatives of the Personnel Council or its designee regarding any changes, including those involving curricula and programs, which will lead to retrenchment and thereby have an impact on wages, hours and terms and conditions of employment. In connection with such duty to meet and discuss, accurate information, statistics or financial data related to any such proposed change shall be made available to the Personnel Council.

B. Policies

The following policies shall guide in the case of faculty retrenchment:

1. Upon appointment to tenure status, a faculty member shall have continuous employment until retirement age as set by College policy or until charges of professional incompetence, moral turpitude, or emotional and/or physical disorders are admitted to or proven, or until financial exigency makes it necessary to eliminate a position.

2. When reduction of staff must be made, personnel to be retained will be determined on the bases of professional qualifications as they relate to departmental or program need first, then tenure, then length of service to the College, and finally, academic rank.

3. A faculty member retrenched from Elizabethtown College shall, within a period of time equal to his length of service at College, or three (3) years from his date be given preference with respect to a faculty opening for which he applies if deemed qualified. In the event a faculty member is recalled to his original position, he shall receive the same rank and a salary comparable to that which he would have received had he not been retrenched.

C. Procedures for Program Retrenchment

1. If and when retrenchment is to occur, the President of Elizabethtown College shall, to the extent practicable, make plans to permit the process of natural attrition to be utilized to effect the required reduction of faculty.

2. When, in the opinion of the President of Elizabethtown College, retrenchment becomes necessary and it cannot be accomplished totally by natural attrition, the Personnel Council and the affected faculty members shall be notified prior to implementation, and retrenchment shall be made as circumstances require, provided that the following order shall be utilized to the extent feasible:

   a. temporary, full-time,

   b. regular, full-time.

3. Retrenchment shall be made in inverse order of length of service from the most recent date of employment at the College ("seniority"), provided the remaining faculty members have the necessary qualifications to carry out the responsibilities of the office.

4. Before retrenching a faculty member, the President of Elizabethtown College shall make a reasonable effort to place him in another suitable position in Elizabethtown College or elsewhere.

5. The faculty members to be retrenched shall be given notice in accordance with these guidelines:

   a. First-year faculty members - February 1, if the appointment expires at the end of that year; or if a one-year appointment terminates during the academic year, at least three months in advance of its termination.

   b. Second-year faculty members - February 1, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during the academic year, at least six months in advance of termination .

   c. Faculty members beyond the second year to tenure - twelve months prior to retrenchment. A retrenched faculty member shall not be permitted to grieve that action as if it were a non-renewal, but may grieve on the grounds of a violation of proper procedures. If a faculty member had been scheduled for a sabbatical leave, he shall not be deprived of his sabbatical leave because he is subject to being retrenched.

D. Procedures for Fiscal Exigency

1. In any case in which the President has declared the institution to be in a state of fiscal exigency, the following procedures shall be followed in determining departmental or program reductions.

    a. The Dean of the Faculty shall determine the areas in which reductions should take place on the basis of the following criteria which are not stated in any order of priority.

        (1) The stated purposes, goals, objectives and policies of the institution.

        (2) The students served or other productivity of the area.

        (3) Comparability with other years and with similar programs in similar institutions.

    b. The Dean of the Faculty will consult with the Office of the President regarding all decisions based on financial exigency.

    c. These decisions will then be discussed with the Personnel Council with the goal of these discussions being agreement on a recommendation to the President. In those cases in which a personnel decision would phase out an academic program, the Dean of the Faculty shall also consult with the Academic Council.

    d. After these consultations, the Dean of the Faculty shall make his final decision and recommend that course of action to the President.

    e. The President will make the final decision.

2. This Presidential decision on departmental and/or program reductions shall become the basis from which the Dean of Faculty will work with appropriate chairmen and directors.

    a. The Dean of the Faculty and the chairman or director shall mutually decide which position(s) is to be phased out.

    b. In those cases in which the Dean of the Faculty and the chairman or director cannot agree, the decision of the Dean of the Faculty shall stand.

    c. The Dean of the Faculty shall recommend a specific individual(s) to the President for retrenchment.

3. The President shall make the final decision and issue the letter of retrenchment.

4. Appeals

   a. During the application of the policy described in XII, B, above, the staff member shall be invited by the Dean of the Faculty and director or chairman to give reasons why he should not be issued a letter of non-reappointment.

   b. If the staff member is not satisfied by the results of his appearance before the Dean of the Faculty, he has the right of appeal to the President. The President's decision is final.

E. Furlough

1. A faculty member who is retrenched from Elizabethtown College shall be placed on a preferred rehiring list and shall retain all prior rights accrued up to the date he was placed on that list. He shall be retained on the preferred hiring list for a period equal to his furlough period. No new faculty member will be hired to fill a vacancy at the College for which a retrenched faculty member on the preferred rehiring list is qualified, unless the vacancy first is offered in writing to all such faculty members on that list, for recall in order of placement thereon, for a period of thirty (30) days. In the event a faculty member rejects in writing an offered position in accordance with the foregoing or in the event he does not respond in writing within the said thirty (30) day period, his name shall be passed over, but his name shall remain on the preferred hiring list.

2. A retrenched faculty member shall be entitled to unemployment compensation benefits.

F. Recall

1. All recalled faculty shall retain all sick leave accumulations, credits for tenure and sabbatical leave, and shall be entitled to redeposit repurchased past service credits for retirement in accordance with TIAA-CREF regulations.

2. He shall not be considered a new employee for purposes of fringe benefits provided for faculty members covered by this agreement.

3. A faculty member retrenched while on sabbatical leave shall not be liable to repay the "loan" referred to in Article IX, C, 3.

C. Professional Responsibilities and Policies

1. Teaching

The major responsibility of a faculty member is teaching. Teaching involves designing, expediting, and evaluating learning experience. Teaching always takes place in relation to particular students, each of whom learns in differing modes and rates. Assuming that the student has ability, the good teacher will adopt the learning experience to the learning mode and rate of the student.

The teacher is expected to conduct classes, laboratories, and other learning experiences for which he is responsible as stated as a part of the catalog course descriptions. Exceptions to these published expectations must be approved by the Department Chairman, reported to the Dean of the Faculty, and distributed in writing to the students on the first day of class in a given term. In addition, a faculty member is expected to adhere to the college calendar, schedule of classes, and schedule of final examinations.

It is hoped that many teachers will wish to use varying types of innovative learning experiences. These experiments must be approved by the Department Chairman and the Dean of the Faculty. The Dean may seek the advice of the Academic Council in approving such experiments.

It is expected that each faculty member will be available on campus for class time, office hours, preparation, committee work, etc. The College expects support of the purposes and objectives of the College as adopted by the Board of Trustees.

2. Evaluation of Seniors by Faculty

The College Placement Office requires each senior student to submit an Individual Evaluation Form to three or four professors of his choice who would know him and who would be in a position to evaluate his academic abilities. The Individual Evaluation Form is Attachment H in the Professional Manual.

The Placement Office insists that at least two of these evaluation sheets should be submitted to professors in the department of the student's major. Each faculty member should consider the following items when completing the Individual Evaluation Form:

a. If you are not sure you know the student well enough to give him an accurate evaluation, please decline the invitation to complete the Evaluation Form.

b. In completing the form, the entire continuum should be considered in evaluating a student, and not just the upper half.

c. A brief confidential statement should be made in the space provided, elaborating on any points checked in the upper half of the form, or relating some trait which may not have been indicated on the Evaluation Form.

d. Return the confidential Individual Evaluation Form directly to the Placement Office. Do not permit the student to return it. Seniors have been instructed on the importance of this point.

e. In the event you would prefer writing a letter of reference rather than using the Individual Evaluation Form, feel free to do so. Such letters should be addressed to: Office of Placement Services, Elizabethtown College, Elizabethtown, Pa. 17022, To Whom It May Concern.

f. If you have any questions regarding the Individual Evaluation Form or this evaluation process, please direct your questions to the Placement Office.

3. College Service

The Faculty member is expected to accept election and/or appointment to Councils and Committees and to function in a creative way as a department, faculty, and College Community member. Such service is understood to be over and beyond the assigned teaching program and is not compensated.

4. Off-campus Activity

The College encourages participation in community activities commensurate with the standards of good citizenship. Regular off-campus activity of a professional nature for remuneration and which might involve time away from duties should be negotiated with the Office of the President through the Department Chairmen and the Office of the Dean of the Faculty.

5. Absence from Duty

Brief absences for professional or personal reasons should be approved by the Department Chairman and reported to the Dean of the Faculty. It is assumed that members of the department will cover the duties in such cases without remuneration.

Extended absences must be negotiated with the office of the Dean of the Faculty.

6. Research

The College encourages research and stands ready to assist in developing projects and seeking financial aid. Very limited institutional funds may be made available. Special stipends for research projects may be supported to the extent of a salary equal to one summer term. A faculty committee on research has been established. Such requests should be processed through this committee. The Office of the President awards the grant.

7. Current Curriculum Vitae

Each faculty member should assume responsibility to keep his curriculum vitae current in the Office of Personnel. Information concerning professional honors, vital statistics, advanced academic work publications, etc., should be reported to the Office of the President.

8. Public Information

Through the Department of Public Affairs, the College maintains regular contact with all news media in the primary service area of the College. Members of the faculty are encouraged to forward items of interest to the Director of Public Information (Room 211, Baugher Student Center) for possible dissemination to the press, radio, and television outlets serviced by his office. Of particular importance are items relating to professional activities, research projects, publications, or unique educational endeavors.

The Department of Public Affairs serves as the official liaison between the College and the news media. Faculty and staff personnel are encouraged to contact the Director of Public Information in all matters relating to contacts with news media and to be prudent in comments having a bearing on the welfare of the College.

D. Academic and Other Services to Professional Staff

1. Library

a. Library Hours

Library Hours
Fall and Spring Sessions

Sunday	3:30 p.m. - 10:30 p.m.
Monday - Thursday	8:30 a.m. - 10:30 p.m.
Friday	8:30 a.m. - 5:00 p.m.
Saturday	12:00 noon - 5:00 p.m.

b. Book Funds

The library receives an appropriation for the purchase of library materials, i.e., books, journals, microfilms, etc. Shortly after the opening of the fall semester the librarian and the Faculty Library Committee allocate a portion of the funds to each teaching department. This apportionment serves as control mechanism to insure fair use of the funds. Department heads receive monthly reports on the status of the book funds. Send your orders regularly to the library. After March 1, unused funds may be re-allocated by the librarian and the Faculty Library Committee. As long as there are funds available the library is happy to order and catalog the materials needed.

The library cannot assume financial responsibility for books not ordered through its acquisitions department. Books ordered and received by a faculty member directly must be considered his responsibility, not that of the library. Bills for books which faculty receive on approval will not be paid by the library. Budget control becomes impossible unless this policy is in effect. Discounts to libraries are usually higher than to an individual. Individual ordering increases the possibilities of duplication. Billing and payment procedures get complicated and snarled when the library assumes an individual's bills.

c. Ordering Procedures

Any faculty member may recommend materials for purchase. His recommendation must be approved by the head of the department concerned before it will be honored in the library. Each book ordered is then charged to the department's budget.

The library will send order cards to each department head. A separate card must be filled out for each title requested. These cards should be typed or printed legibly in ink. Incomplete bibliographic information and illegible handwriting delay a book order and add to its cost. A brochure will not be accepted in lieu of an order card.

When a recommended publication is already in the library, the order card with the call number on it will be returned. If the faculty member feels his need of the book justifies the duplicate, he should return the card with his justification.

Usually five weeks are required for the ordering, receipt and cataloging of books published in this country and a longer time for works published abroad. Send orders to the library well ahead of the time needed for class use. Mark "Reserve" in red in the upper right hand corner of the card for a book needed for the reserve shelf. This will insure priority handling when they come in. Since rush orders are costly, keep these to a minimum.

When the book is ready for circulation, the order card with the call number is returned to the person recommending it.

d. Out-of-Print Books

Order cards for out-of-print books are marked OP and returned to the sender. If the faculty member is willing to wait while the title is located through dealers, he may return the card with a note authorizing this search. However, an OP book may very well cost at least twice its original price. Time and money should be taken into consideration in recommending a search for an OP book.

From time to time OP dealers' catalogs will be routed to department heads. Since speed is essential in ordering from these, the catalog and the order card must be returned within 72 hours. Each order card must carry the number of the catalog as well as that of the item ordered.

e. Periodicals

Periodicals are one of the most expensive of all library materials. The initial cost of the subscription compounds when the journal must be bound and shelved. Soaring postal rates are passed along to the subscribers. Be extremely selective in orders for new subscriptions. If journals are more important than books in your discipline, be prepared to have your book budget decrease. To order a periodical use the standard order card, but indicate that the title is a periodical.

Periodicals are the easiest type of library material to borrow. Our cooperative program with area libraries and our frequent truck delivery makes borrowing rather than buying feasible when there is likely to be limited use of a periodical. The library checks each periodical order against the Union List of area holdings before ordering. Publishers and jobbers require six months to process a new subscription.

f. Library Acquisition Policy

The library Acquisition Policy was approved by the Faculty Library Committee, May 9, 1967.

The library will purchase the standard works of general reference. The library will purchase the standard reference works in the specific subject fields represented in the curriculum of the College. The library will acquire library materials, i.e., books, filmstrips, periodicals, microforms, records, etc., needed to support the complete instructional program of the College, library materials relevant to the goals of a liberal arts college, library materials within the bounds of the budget to satisfy independent intellectual curiosity and recreational interests of students and faculty, library materials indexed in the standard indexes--plays, poetry, essays, periodials, etc., microform copies of back numbers of journals when they are less expensive than the original. The library will not attempt to purchase textbooks except those which are outstanding because of their content or bibliographies, expensive, rare books for which there is expected to be little use unless they have value for Brethren Heritage or archives, the purchase of other rare material must be justified by faculty member requesting and approved by his representative department head, multiple copies of a title unless needed for the reserve shelf, reprints of articles if the original periodical is in the collection. The library will coordinate its buying with the code of the Area College Library Cooperative Program. The library will accept gifts with the understanding that they will be added to the collection only if they are deemed useful and desirable for our needs and may be discarded if they are not, gift collections will not normally be kept intact. The Library Committee will work with the Director of the Library in the allocation of funds to teaching departments.

g. Reserve Books

The library will send a letter describing procedures for adding books to the Reserve Shelf. Reserve Booklist forms will be included. Upon receipt of each faculty member's Reserve Booklist form or forms the library will process each title and will inform the faculty when the work has been completed. Consider one copy of a title adequate for 10-15 students.

Reference books and bound periodicals will not be placed on reserve.

Orders for books to be used for reserve should be sent to the library at least six weeks in advance. Personal copies of books may be placed on reserve. These items will be restricted to library use only, unless the faculty specifies otherwise. It is suggested that order cards will be submitted for these titles. The student can, then, enjoy maximum flexibility in use.

At the end of each semester, all reserve books will be removed from the shelves unless the library is directed to retain reserve status.

h. Circulation Policies

Semester loan is in effect. Renewals are granted, but the return of all items is expected at the end of the Spring semester. If books are needed by others in the college community, they will be recalled immediately.

Reference books and periodicals do not circulate. Overnight or classroom loan may be arranged in the Reference Office.

i. Interlibrary Loan

To quote the ALA interlibrary loan code: "Interlibrary loan service is a courtesy and a privilege, not a right, and is dependent upon the cooperation of many libraries." The library will borrow on interlibrary loan books and journals which we do not own, but which you need for research. However, it will not borrow a relatively inexpensive book which is currently purchasable in this country. Conditions of loan and limitations on use are set by the lending library. Many libraries no longer lend dissertations. Instead it is necessary to buy microfilm copies.

Submit each request on a separate form and give to the Readers' Service Librarian. Be sure the information is complete, legible and accurate. Allow at least two weeks for a request to be filled. Ask for interlibrary loan forms at the Circulation Desk or in the Reference Office.

j. Area College Library Cooperative Program.

The library is a member of the Area College Library Cooperative Program in South Central Pennsylvania. The other colleges in this program are Bucknell, Dickinson, Capitol Campus at Middletown, Franklin and Marshall, Gettysburg, Harrisburg Area Community College, Lebanon Valley, Juniata, Messiah, Millersville, Penn State, Shippensburg, State Library, Susquehanna University, Wilson and York College of Pennsylvania. Member libraries exchange information on each others' holdings, keep location records of significant titles, compile union lists of periodicals, reference materials, etc.

Each library is developing areas of special concentration with a view to mutual use and to achieving a total regional resource greater than would be possible individually. Check with Readers' Services Librarian for each library's areas of concentration.

Faculty and students of each institution have use and borrowing privileges at the other subject to each member's regular or specially imposed conditions. Those wishing to use another library should present a visitor's permit card which must be obtained from their own library. Apply for this permit in the Office of the Readers' Services Librarian.

ACLCP provides truck delivery of materials between these cooperating libraries and others from Penn State to Philadelphia. The truck makes three deliveries each week.

k. Lectures

The library staff will lecture to classes on the use of the library and library resources. Schedule this with the Director of the Library one week in advance of the lecture.

The library staff will also assist faculty members who are doing bibliographic research or are preparing bibliographies.

l. Photo Copies

The library has a Dennison Copier which can reproduce pages in a book or journal. The charge for this service is $.05 per page. If the pages to be copied are for instructional purposes, the charge will be levied against the department. If it is for personal use, the faculty member pays as he uses the copier. Reproduce excerpts of copyrighted material only if it falls within the "fair use" concept. We cannot use photo-reproduction in lieu of purchasing a copy of a book for class use.

m. Family Borrowing Privileges

The family of a faculty member may borrow upon the presentation of the valid Faculty ID Card. They are welcome to use the library on the same basis as do the students--observing limited loan periods and paying the fines on overdue materials.

n. Lost Books

The Business Office will bill faculty for the lost books.

2. Instructional Services

a. Audio Visual equipment is controlled by the Director of Instructional Services. Equipment may be requisitioned from this office for a semester or to meet special needs.

b. Films, video tapes, etc. are ordered through the Director of Instructional Services. It is advisable to give at least one month of lead time in placing orders.

c. Repair and replacement are cared for by the Instructional Services Department.

d. The equipment is for institutional use. The Director has the total budget for the College media program and is responsible for allocating it to the departments.

3. Computer Center

a. The College encourages the use of the Computer Center for academic purposes.

b. The Director is responsible for the total computer operation.

c. Proper supervision of the Center by a professional person is a prerequisite to student use.

4. Student Assistants

The College encourages faculty and administrators to use student assistants in meaningful employment related to their program of study.

a. A job analysis for each position must be submitted to the Dean of the Faculty at the time the budget is prepared.

b. The Director of Financial Aid will assign the student assistant.

c. An evaluation report is to be filed with the Director of Financial Aid upon termination of employment.

d. While the remuneration to the student assistant is a form of financial aid, the educator requesting such assistance is responsible for seeing that there is work to do.

e. Student assistants should be full-time Elizabethtown College students. Except for cases of unusual student financial need or departmental requirements for a specific talent, no student should hold more than one campus job at a time. The normal work week should not exceed 15 hours.

5. Policy and Procedure for Office Space and Equipment

a. Policy

(1) It is the policy of the College to provide adequate office space and equipment for approved programs based upon the budget allocation.

(2) It is the policy of the College to provide a private office for each professional educator. However, the actual availability of office space does require that some offices have multiple use. When necessary, faculty with instructor or assistant professor ranks will occupy multiple-use offices.

(3) It is the policy of the College to provide a Study-Resource Center for each academic program which has one or more major fields. In so far as possible, these centers will be kept free of formal classes. However, should there be a verifiable demand, the Registrar may utilize these rooms for classes.

(a) The Committee felt that the policy in item "(3)" had merit, but it might cause additional expense for the College in those departments which do not currently have a Study-Resource Center. The departments which are located in the newer facilities probably have the room for the Resource Center. It may be wise to omit item "(3)" from the written policy and establish the Resource Center where space is available.

(4) Space is owned by the College and is assigned for use. It is available for reassignment.

(5) All equipment and furniture whether purchased with College funds, departmental budgets, or given to the College, is owned by the College and assigned for use. It is available for reassignment.

(6) The responsibility for space and equipment for new programs and offices rests with the appropriate chief administrator. on the Administrative Committee. The appropriate chief administrator should provide in writing a list of equipment requirements and detailed office assignments to the Business Office 120 days before the new office or program begins operations.

Each chief administrator is responsible for preparing a complete listing of all employee office assignments for the new academic year by July 1. This list of office employee assignments should be presented in writing to the Computer Center. This procedure will enable the Computer Center to reassign the equipment of terminated employees to other departments. The initial request for such updating should come to the Personnel Office.

(7) Each department chairman and chief administrator's office will be equipped with the following items: desk, swivel chair, credenza or table and 4-drawer filing cabinet, two student chairs, coat rack, book shelf, waste paper can, and desk light when required. Each academic department will also be eligible for one manual typewriter. The other faculty members and administrators' offices will have the same equipment as the department chairman and chief administrators with the substitution of a regular 4-drawer filing cabinet for the credenza or table and 4-drawer filing cabinet.

(8) All equipment belongs to the College inventory and is assigned. It is not to be moved from the assigned area until reassignment has taken place. The central inventory would be basically a paper central inventory instead of a central warehouse system. The Business Office would maintain records regarding the location of all college equipment, but surplus equipment could remain in an office or department until there was an official approval to transfer the equipment to another area. This procedure is more efficient, because it requires less handling by the maintenance department. If all surplus equipment is moved to the Kiwanis Building and then back to a campus facility, more man hours are required.

(9) The telephone policy of the College calls for each department chairman to have a private phone and for one other phone to be available to the remainder of the department. Additional phones

are supplied for persons directing special programs or in positions relating particularly to off-campus institutions.

b. Procedures

(1) The Administrative Committee of the College has final authority in the assignment and reassignment of space and equipment to the administrators on the Administrative Committee.

(2) The decisions on actual allocations are made by the administrators who are members of the Administrative Committee.

(3) An appeal may be made to the Administrative Committee through the Executive Vice-President if there is a conflict between two areas. If there are appeal cases, the administrator(s) involved will not vote.

(4) Extra equipment may be requested through the appropriate chief administrator on the Administrative Committee.

(5) Additional phones may be requested for other professional educators. These requests should be made to appropriate chief administrator on the Administrative Committee.

6. Secretarial and Clerical Services

a. Secretarial service is provided the faculty during the academic year through Secretarial Services as follows:

Department	Secretary Location
Allied Health*	Esbenshade Hall
Art and Music	Rider Memorial Hall
Biology and Chemistry	Gibble Science Hall
Business	Nicarry Hall
Education	Nicarry Hall
English, History, Modern Language, Religion and Philosophy	Fairview Hall
Mathematics, Physics, Earth Science, and Psychology	Esbenshade Hall
Political Science and Sociology	Nicarry Hall

b. During the summer months of June, July, and August, secretarial service is provided for all departments through the Faculty Services Secretary in Fairview Hall. (*Exception is Allied Health. This is a 12-month secretary.)

c. The Secretary to the Director of Athletics also serves the Department of Physical Education throughout the year.

7. Duplicating Services

a. Duplicating Services, located in Alpha Annex, is equipped to reproduce material prepared on multilith masters as well as on duplicating masters. The department also has equipment for collating, cutting, folding, and binding. Forty-eight hours notice is required for normal jobs; more time is required for unusual or large jobs.

b. A Xerox machine is available in the Registrar's Office for use by faculty and administrators for College purposes only. The Xerox machine may only be operated with the use of an auditron. Only employees of the College and student assistants who possess a note giving them permission will be maintained in the Registrar's Office with one cassette assigned to each of the following areas:

Academic Dean
Allied Health
Alumni
Biology
Business
Capital Campaign
Chemistry
Communications
Continuing Education
Counseling
Development & Public Relations
Education
English
History
Language
Library
Math
Music
Personnel
Physical Education/Athletics
Physics/Earth Science
Political Science
President
Psychology
Registrar
Religion
Sociology
SPHE Con.
Student Personnel Office
Treasurer
Vice-President

A monthly summary will be prepared by the Business Office using the cassette counters. Each department will be charged on an actual use basis per average unit cost of the preceding fiscal year. Personal copies will be charged through the use of the Treasurer's Office cassette after the individual desiring to make personal copies presents a current receipt showing payment. Personal copies can be made at a lower cost of 5¢ each on the Dennison Copier which is located in the library.

c. Copyright--Great care should be exercised in the copying of copyright materials. While scholars have the right to copy material for personal scholarly use, this does not extend to multiple copies for classroom distribution for other purposes. The document is owned by the owner of the copyright and he has the expectation to receive the proceeds of his labor. The College accepts no responsibility for copyright infringement by one of its employees.

8. College Post Office

It is the purpose of the College Post Office to move the mail as rapidly and as efficiently as possible. The Post Office is an "in and out" operation and is generally not equipped to hold mail. While services such as the selling of stamps are available, the major purpose is to move the mail on campus and from campus to the U. S. Post Office in Elizabethtown.

The following procedures will expedite your mail:

a. Be certain that all persons and companies addressing you regularly have your complete address. This should include the campus building, Elizabethtown College, Elizabethtown, Pennsylvania 17022.

b. Direct deliveries are made from the U. S. Post Office of Elizabethtown to:

Alpha Hall
Esbenshade Hall
Fairview Hall
Gibble Science Hall
Rider Memorial Hall
Nicarry Social Science Hall
Zug Memorial Library
College Post Office

The name of your building, if it is one of these, will reduce on-campus workload and expedite your incoming mail.

c. U. S. Mail and campus communications for faculty and staff processed in the College Post Office will be delivered three times a day to the other seven campus locations. Pick up of outgoing mail will be made on each delivery, the last of which will be at 2:00 p. m.

d. First class mail must be available for pick up at the seven locations, or must be in the College Post Office by 2:00 p. m. to go out on that same day.

e. Allow 36 hours for on-campus delivery.

f. On campus bulk distribution without names should provide sufficient copies for distribution and should state whether excess is to be destroyed or returned to originator. No extras will remain in the College Post Office.

g. Notify the College Post Office in September when you plan bulk mailings (2nd and 3rd class, with 200 minimum). This enables the College Postmaster to plan ahead.

h. Off-campus bulk mailings (200 minimum) must be planned to reach the bulk mail room at least two weeks prior to the date to be mailed. Instructions should clearly state whether excess mail is to be destroyed or returned to originator. No extras will remain in the College Post Office.

i. Third class bulk mailings should always be stuffed in envelopes with pre-printed permit number unless going first class.

j. It will greatly assist the College Post Office if every staff person will have as many periodicals as possible delivered to their home address.

9. Bookstore

Book orders are placed by the College Bookstore well in advance of each semester after data is received from the Department Chairmen on special forms provided to show the required textbooks and paperbooks.

Faculty and staff receive a ten percent discount on purchases in the College Bookstore. Special orders are placed for books or other items not in stock. Charge accounts have terms of thirty days.

10. Scheduling of Facilities

The request for use of classroom space and any other academic facility before 5:00 p.m. Monday through Friday, may be submitted to the Registrar's Office. If the academic facility, other than for classes, is to be scheduled for use after that time, the office of the Director of Student Activities should be contacted, where all other facilities are scheduled.

The Student Activities Office, room 206 of the Baugher Student Center, also handles all requests for scheduling events on campus. Special forms for these requests are available. It is advisable to initiate the process of calendaring and reserving facilities very early in the planning process.

Those faculty or administrative staff members serving in an advisory capacity of a student-sponsored event are considered to assume overall responsibility for the event.

The following list includes some of the major scheduling sites on campus:

- Alpha Hall - Alpha Lounge
- Baugher Student Center - Main Lounge, Room 209
- Esbenshade Classroom Building
  - First Floor - 168 Conference Room, Esbenshade Auditorium
  - Second Floor - 268-269, 266, 267, 260, 261
  - Third Floor - 36C Conference Room, 361, 362, 363, 364, 365, 366
- Gibble Science Hall - Brinser Lecture Room
- Myer Dining Hall
- Rider Recital Hall

The Conference Rooms in Alpha Hall and the Executive Dining Room are scheduled through the Secretary to the President.

11. Classroom Number System

Classrooms are numbered by a letter prefix and three digits. The letter prefix designates the classroom building and the first digit designates the floor. Following are the classroom building codes:

Church Educational Building	C
Business Building	B
Physical Education Building	P
Rider Hall	R
North Hall	N
Esbenshade Hall	E
Gibble Science Hall	G
Nicarry Social Science Hall	S
South Hall	SH
Fairview Hall	F

12. Cameron Estates Conference Center

a. The Center will be under the immediate supervision of the resident director. The director will be responsible for:

(1) Promotion and scheduling of facility.

(2) Assessment and collection of fees.

(3) Maintenance of facilities and grounds.

(4) Coordination of food service with the College dining room.

(5) Serving as host.

b. The resident director will be responsible to the Director of Public Affairs.

c. In accordance with present policy the resident director will observe the following guidelines in the operation of the Center:

(1) In each instance of use the director will enter into contract with an authorized representative of the guest group stating the rates to be charged, the time period involved and any other conditions of use.

(2) The house is intended as an educational center and not as a place for social occasions.

(3) Visiting groups will be within the range of interests called educational, professional, philanthropic and community in nature.

(4) Any damage to the house or furnishing beyond normal wear will be charged against the guest group.

(5) The furnishings of the house may not be removed except at the direction of and with the consent of the resident director.

(6) The use and possession of alcoholic beverages and drugs are prohibited in the house and on the grounds.

d. In accordance with the present policy the following price structure for the use of the Center will be observed:

(1) Non-college groups

(a) Non-resident use of facilities--minimum of $20 per day up to 20 people; $1 per person per day will be charged for the excess of 20 persons in attendance.

(b) The rates for room and board on the basis of a projected 25% space utilization would be $10 for room rent and $5 for board.

(2) College groups

(a) Room rent - $3 per person

(b) Linen - $2.50

(c) Meals:
Breakfast - $1.50
Lunch - $2.00
Dinner - $3.00

(d) Day group - $5 facility charge

e. While the Center will be used whenever possible to serve College-related activities, the emphasis in scheduling will be placed on outside groups.

13. Entertainment of Guests

Faculty and their guests are invited to participate in the regular schedule of meals served in the College cafeteria. The serving hours and charges are as follows:

Breakfast

Monday - Friday	7:15 - 8:30 a.m.	$1.35
Saturday - Brunch	8:00 - 9:00 a.m.	2.30
Sunday - Brunch	11:30 - 12:30 p.m.	2.30

Lunch

Monday - Friday	11:15 - 1:15 p.m.	$1.80

Dinner

Monday - Friday	5:00 - 6:30 p.m.	$2.40
Saturday	5:00 - 6:00 p.m.	2.40
Sunday	5:00 - 6:00 p.m.	2.40

Special arrangements for entertaining guests (e.g., banquets, dinners, etc.) may be secured by first contacting the Director of Student Activities for scheduling and obtaining necessary information. Referral to the Director of Food Services may thereafter result for selection of the menu and securing any additional information. The following guidelines may be helpful in planning:

a. Non-college groups must be hosted by the College.

b. Special arrangements for the food service cannot be offered between 11:15 a.m. and 1:15 p.m., 5:00 and 6:30 p.m.

c. When services are required outside of the cafeteria, authorization for use of additional food services personnel will be granted and charged to whatever department is sponsoring the function. The Director of Food Services is responsible for preparing the menu and staffing its serving. However, transportation arrangements for food outside of the cafeteria area must be secured upon request to the maintenance department.

d. The Executive Dining Room is intended primarily for the executive officers of the College for the entertainment of College guests. Arrangements are made through the Secretary to the President. The room is available for other uses when not needed for executive purposes.

14. College Health Service

The College Health Service is designed primarily for the medical and emergency treatment of students. A physician holds regular office hours in the infirmary. A nurse is on duty or on call at all times. Bed care for students is available for minor illness upon the advice of a physician. The Infirmary is available to all College personnel during their on-duty hours on an emergency or first-aid basis.

15. Faculty Organizations and Activities

a. American Association of University Professors

The American Association of University Professors, founded in 1915 by a group of distinguished scholars to advance the ideals and standards of the academic profession, is the only national organization in the United States that serves exclusively the interests of all teachers and research scholars at institutions of higher learning. Vigorous in defense of academic standards and in the promotion of faculty welfare, the Association has come to be recognized as the authoritative voice of the profession. The Association in recent years has assumed growing responsibility for improving faculty salaries, increasing faculty participation in college and university government and in shaping the relationship between government and higher education.

A person is eligible for admission to Active membership if he has at least a one-year appointment to a position of at least half-time teaching and/or research, with the rank of instructor or its equivalent or higher or other acceptable evidence of faculty status, in an approved institution. The local AAUP chapter conducts a local salary survey and makes the results available. It sponsors a series of monthly lectures by Elizabethtown College faculty on topics of faculty research or special interest. It is involved in many other campus activities throughout the academic year. Eligible persons must join both the national and local organizations in order to participate in the activities of the Elizabethtown College chapter.

b. Elizabethtown College Women's Auxiliary

The Elizabethtown College Women's Auxiliary exists to provide facilities and equipment not covered by the normal operating and capital budgets of the College. To this end the Women's Auxiliary each year sponsors a number of money raising projects. The membership consists of faculty women, faculty wives, alumnae, and area women interested in the College. The membership fee is $1. The Auxiliary meets once a year.

c. Faculty Women's Club

The Faculty Women's Club is a social organization of faculty wives and faculty women. It meets monthly during the college year for sociability and an informal program.

d. College Coffee Hour

Members of the College faculty and staff are invited to an informal Coffee Hour in the main lounge of Alpha Hall at approximately

10:15 a.m. Coffee is also served in various other locations. This period of the day affords members of the campus community to learn to know each other informally and to discuss common concerns. A contribution toward the cost is appreciated.

16. Jury Duty Policy

a. The College encourages all full-time employees to serve on jury duty, if called, as a part of their civic responsibility. All employees are excused for this purpose and the College will compensate the employee at his normal full salary or wage for his regularly scheduled working days used for jury duty. The College shall receive from the employee the jury service pay other than travel payment. Departmental colleagues and/or related administrators are expected to cover the work which the professional full-time teacher or administrator can not carry due to jury duty.

b. Further, if an employee is compelled by subpoena to attend legal proceedings in which he is a third party, disinterested witness and has no personal interest in the outcome of the proceedings, the employee shall receive regular pay for the time spent attending such legal proceedings. Such payment is contingent upon the endorsement and crediting to the college of all payments which the employee receives for attending these hearing other than travel payment.

c. If a Safety Department member or other college employee is subpoened to appear as a witness for college related business during his off-duty hours, the college will pay the difference between the court's payment and the employee's regular wage if it is for hours worked up to forty (40) and time and one-half for hours worked in excess of forty (40) hours.

d. Persons called for any of the above reasons shall spend minimum time away from college work.

e. The following procedures shall be followed:

   (1) The person called to jury duty shall report this call to his supervisor.

   (2) The supervisor shall make arrangements for carrying on the work of the college.

   (3) The person called shall endorse jury service pay less travel over to the college upon return to the college.

E. Fiscal Policy, Budgetary and Related Matters

1. General Fiscal Operating Policies (adopted by the Board of Trustees, October 27, 1973)

"Since the College is entering a new era, it is necessary to review our general fiscal policies which have guided the College. Over the past fifteen years educational and general income was adequate to meet not only all daily operating expenses but also debt retirement and acquisition of capital instructional equipment and necessary plant modification. This is no longer a viable policy; therefore, the Board of Trustees have adopted the following:

a. That the educational and general income be used to meet the costs involved in the educational and general program of the College except for debt retirement and capital equipment.

b. That debt retirement and additional capital equipment be a first charge on unrestricted contributed income.

c. That no additional facilities be added to the present campus unless and until cash is in hand equal in amount to the estimated cost of such additional facility.

d. That should such cash be available to build additional facilities an increase in the endowment sufficient to underwrite the M and O costs be a part of the financing program of such facility.

e. That for the foreseeable future the College will not incur any additional indebtedness either short-term or long-term."

2. Budget Building Procedures and Control

a. Purpose. Budget projections reflect a coordinated plan for maintaining existing instructional programs or for improvement of the most pressing shortcomings in programs based upon a comprehensive analysis of the problems, priorities and opportunities. Each program and service area is requested to project:

(1) a budget for the forthcoming year

(2) a tentative budget for the year following

(3) basic long-range plans for five years showing anticipated changes.

A budget projection presumes an instructional or educational objective or support of such objectives. Therefore, program projection is an indispensable requisite to meaningful budget requests. Consequently, all budget askings should be based on a carefully projected program and such program should be outlined in as much detail as necessary to give support to the dollar askings.

b. Procedures. The outline of detailed program projections must include the following points to represent an adequate and comprehensive justification for departmental budget requests. Program projection forms are distributed to department heads through their chief administrators.

(1) The instructional goals of the department should be explicit and the particular competencies which are to be developed should be related to them. Departmental objectives should be stated in terms which make it possible to determine objectively whether or not the objectives have been reached. This applies to goals related to desired systematic change.

(2) If the program is to be retained unchanged and without modification, describe the educational objectives of the present program and those strengths, advantages, and positive aspects which achieve the objectives of the department.

(3) Describe the specific program weaknesses, deficiencies, and gaps which require remedy.

(4) Describe in some detail the plan for remedying the deficiencies identified above, including a specific description of how the equipment, materials, books, services, and supplies required will be fully and effectively utilized in remedying the indicated deficiencies.

(5) Indicate the estimated number of individual students who will directly benefit during the fiscal year as a result of the program projection. Include a brief explanation of the basis for calculating the estimated number of students who will benefit, such as previous course offerings, etc.

(6) In the instance where equipment is projected, include item description (tentative specifications, including exemplary make, model, or catalog number and quantity). In addition, describe in detail the specification (itemized by work to be performed) for minor alterations which are needed for the installation or effective utilization of the equipment items.

(7) "Capital Equipment is defined as additional moveable equipment, costing more than $100 per unit and having a normal life of greater than one year. Replacements are defined as equipment items which serve the same basic function as the item being replaced. It is recognized that certain departments need to make capital expenditures in order to carry out their normal program."

In projecting new program, all aspects of such program should be considered when determining cost, including such things as needed facility changes, additional or new equipment, personnel needs (not only professional but also non-professional), energy requirements and electrical changes where equipment is involved and that such projection should be on an annual basis for a five-year period.

When new program is projected, existing program should be reviewed and adjusted as seems necessary. Students and faculty should be involved at the departmental level in the projecting of program and budget. It must be recognized that budgets are expense projections, not directly related to income except in a few instances, such as Bookstore and Jay's Nest, where a department operates on a profit and loss basis.

Salaries and salary projections shall be the basic responsibility of the Office of the President as negotiated with the Professional Community through the Personnel Council.

c. Schedule. About the first of October, proposed budget forms and projection forms are distributed to department heads through their chief administrators.

(1) A Program projection guideline form with a copy of the previous year's program outline as submitted by the department.

(2) A 6-column form. In Column 3 the actual expenditures for the preceding year; in Column 5, the current year's budget; the proposed budget to be posted in Column 1.

(3) A form requesting detailed listing of capital instructional equipment together with estimated cost.

(4) A form requesting any facility changes. These are the forms on which the departments then post their askings. When departmental askings are completed, they should be reviewed by the staff of the respective administrative divisions--the instructional by the Department Chairmen, the student affairs by the staff, etc. After such review the askings are forwarded by the chief administrator to the Treasurer who prepares a composite. This composite is then reviewed by the Budget Priority Committee and the Task Force on Budget and Finance.

(5) While the expense budget is being prepared the President and the Treasurer are projecting an income budget.

(6) After review of both program and budget askings, the Task Force on Budget and Finance will relate these askings to

institutional financial capability. If the askings are in excess of the anticipated income, the askings are returned through the procedure outlined above. Upon the development of a financially feasible budget, the summary is submitted to the Finance Committee of the Board of Trustees for tentative approval.

(7) The time schedule is generally as follows:

(a) Distribution of budget forms, by October 1.

(b) Return of preliminary askings, by November 1.

(c) Review by Budget Priority Committee, by November 15.

(d) Adjustments and consolidation.

(e) Preliminary approval by Trustee Finance Committee, by April 15.

(f) Preliminary approval of the Board, April meeting.

(8) Upon the opening of college and the relating of budget assumptions to actual, the tentative budget is reviewed and revised as necessary and presented to the Board through the Finance Committee at the October meeting of the Board for final approval.

d. Budget Control. When the budget is finally approved it becomes the instrument of control by the Treasurer's Office. Any expenditures not budgeted or any change in budget must have prior approval by the Office of the President. Department Chairmen are responsible for budget control. All expenditures should be made in relation to program projection and not on the basis of overbudgeting.

On April 30, any unexpected items other than salary and benefits shall be declared no longer available for expenditure for the current year, other than for the summer session, beginning prior to June 30.

No contingency shall be projected in any department budget except that the difference between income and expense shall be sufficient to provide for reasonable contingency.

3. Public and Private Program Grant Applications

Upon consideration for public or private support for academic projects in which faculty members have demonstrated interest, the tentative program should originate with faculty member(s) involved. This should be presented to the Dean of the Faculty in outline form in order that the academic matters involved might be reviewed.

Subsequent to the Dean's approval the tentative program should be presented to the Treasurer and the Office of Development in order to review the advisability of approaching a federal agency or private foundation. The tentative program should include a budget for both college funds that might be involved and non-college funds. The tentative program should have Administrative Committee approval if there are extra-budgetary implications.

The writing of the final draft of the application shall be in accordance with the recommendations made by those who were consulted and the agency guidelines of the government or private organization. Final approval of the application rests with the President.

4. Administrative Grant Applications

Such applications will follow substantially the same guidelines as in 3 above except that review of the outline form, approval and final report rest in the Office of the President.

5. Business Office Procedures

a. College Car. A College car is available for use by faculty and administrative personnel on College business. Considerable savings can be achieved in departmental budgets by utilizing the College vehicle at 7 1/2¢ per mile rather than one's personal automobile at 14¢ per mile.

(1) It is suggested that trips made by individuals in excess of a radius of 200 miles be taken via public transportation.

(2) Turnpike and parking fees shall be reimbursed.

(3) The College shall provide a vehicle for any employee who drives 20,000 or more miles per year on College business. These cars shall be placed in the motor pool during periods of vacation or such other items as not needed for the assigned use.

(4) Trips to and from downtown businesses and the Elizabethtown Train Station shall be reimbursed at the rate of 70¢ per trip when using private vehicles. This payment shall be made to individuals who make such trips on a regularly scheduled basis as a part of their job description.

(5) Our general insurance carrier demands that when individuals are requested to use their personal cars on College business

for which they receive an expense allowance, the College should be sure that the primary car has the State required insurance. The carrier further recommends that the owner should carry insurance of $25,000 for property damage and $100,000/$300,000 for public liability. In some instances our basic requirement is that the insurance be at least the legal minimum which now is $5,000 for property damage and $10,000/$20,000 for public liability. Students without insurance may not be permitted to use their cars. Students must file, at the direction of the Administrator or Faculty member responsible, evidence of adequate insurance with the Office of the Treasurer.

To reserve the College car, contact the Safety Office to determine the availability of the car. The keys and mileage voucher should be picked up at the Safety Office between 8:30 a.m. and 5:00 p.m. The station wagons are stored in the garage directly behind the Infirmary.

The car is to be returned immediately upon the return to Elizabethtown so that it will be available for the next party scheduled to use it. Credit cards are available so that the gas tank can be maintained at the proper level. When stopping at service stations, the oil and water should also be checked. Any malfunctions or comments should be included on the bottom of the mileage voucher when it is turned into the Safety Office.

b. Payroll. Salaries of faculty and administrative personnel are paid bi-weekly (page 110). During the afternoon preceding the scheduled pay dates, you will receive from your supervisor or in the departmental mail, a payroll summary stub which will indicate to you the amount of gross pay and all of the deductions which are used to arrive at the net pay. The amount indicated as net pay is indicated on the bank's records as of the opening of business on the payroll date. If the College had to deposit $5 to open a special checking account because you did not have one with either the Elizabethtown Trust Company or the Commonwealth National Bank, you will note a miscellaneous deduction of $5 on your final payroll stub from the College. The special checking account will be terminated with your payroll.

All payments to faculty and staff members for services will be made in their regular payroll. Thus payments to faculty for tutoring, special examination, etc., will be included in their next payroll, provided the request for payment is received by the Business Office one week prior to the day the pay stubs are to be distributed. This means that FICA, FIT, Pennsylvania State Income Tax, and Lancaster Wage Tax will be withheld on these accounts.

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Bi-Weekly Payroll Schedule
Academic Year 1974-75

Payroll Date				
September 13, 1974	R	P		
September 27, 1974	R	P	U	
October 11, 1974	R	P	U	
October 25, 1974	R	P	U	
November 8, 1974	R	P	U	
November 22, 1974	R	P	U	
December 6, 1974	R	P	U	
December 20, 1974	R	P	U	
January 3, 1975	R		U	
January 17, 1975	R			
January 31, 1975	R	P		
February 14, 1975	R	P	U	
February 28, 1975	R	P	U	
March 14, 1975	R	P	U	
March 28, 1975	R	P	U	
April 11, 1975	R	P	U	
April 25, 1975	R	P	U	
May 9, 1975	R	P	U	
May 23, 1975	R		U	SI
June 6, 1975	R			SI
June 20, 1975	R		USI	SII
July 3, 1975	R		USI	SII
July 18, 1975	R		USI	SIII
August 1, 1975	R		USII	SIII
August 15, 1975	R		USII	SIII
August 29, 1975	R		USII	

R - Regulary Salary
P - Part Time
SI, SII, SIII - Summer Session
U - University Center at Harrisburg

e. **Expense Statements.** The following procedures will be used to reimburse faculty and administrators for travel expenses incurred on College business:

(1) Obtain a copy of the "Expense Statement" from the Business Office and complete it in full. A sample copy may be found in Appendix F.

(2) The person who incurred the expense should sign the statement.

(3) Please do not pay other persons and report such payments on the expense statement. Payments to such other persons should be made directly.

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(4) Please summarize as indicated after the words "Purpose of trip . . ." To do so makes the permanent record complete and also aids in setting up the account entry.

(5) The College pays mileage and expenses only in instances wherein an individual has been assigned in advance to carry out specific duties relating to the College effort. These assignments generally come directly from administrative offices. Except in the instance of professional meetings, individuals do not create their own assignments.

(6) Mileage is at the rate of 14¢ per mile, generally figured from the campus of Elizabethtown College, or that travel policy presently in effect on the use of public transportation, whichever is less. It is suggested that trips made by individuals in excess of a radius of 200 miles be taken via public transportation. Turnpike and parking fees shall be reimbursed.

(7) College representatives are to pool travel wherever possible. In instances wherein individuals do not desire to pool transportation mileage is paid to one automobile driver only.

(8) The College pays direct trip mileage only. Mileage is not paid for personal side trips or for any personal use of automobiles while on assignments.

(9) Taxi fares are not paid in addition to automatic mileage. Taxi fares will be paid in instances wherein an individual has used public transportation to reach his destination.

(10) Individuals using public transportation such as bus, plane, or train are remunerated at the actual fare. In instances of trips exceeding twelve hours or requiring overnight travel, individuals should consult with the Department Chairman concerning reimbursement before the proposed trip.

(11) The actual cost of meals including reasonable trips during an off-campus assignment will be paid by the College.

(12) Hotel bills at actual cost will be paid. College representatives are expected to be prudent in choice of hotels and rooms.

(13) Hotel, transportation, meals, and other expenses will not be paid for wives, husbands, or children attending conferences or assigned meetings with staff members. In instances wherein the above accompany assigned personnel reimbursement will be figured at the minimum rates for one individual.

(14) To save embarrassment and for the protection of all involved, expense vouchers should be presented in detail at the time of request for any payment from the College.

(15) The words "less cash received by advance or other sources" mean money advanced by the Treasurer before taking the trip or donations or payments toward expense and retained by the person reporting. For money received from sources other than the Treasurer, please summarize the sources and amounts at the right under the words "Itemize cash received."

(16) Trips to and from downtown businesses and the Elizabethtown train station shall be reimbursed at the rate of 70¢ per trip when using private vehicles. This payment shall be made to individuals who make such trips on a regularly scheduled basis as a part of their job description.

(17) Our general insurance carrier demands that when individuals are requested to use their personal cars on College business for which they receive an expense allowance, the College should be sure that the primary car has the State required insurance. The carrier further recommends that the owner should carry insurance of $25,000 for property damage and $100,000/300,000 for public liability. In some instances our basic requirement is that the insurance be at least the legal minimum which now is $5,000 for property damage and $10,000/20,000 for public liability. Students without insurance may not be permitted to use their cars. Students must file, at the direction of the Administrator or Faculty member responsible, evidence of adequate insurance with the Office of the Treasurer.

(18) Questions involving items not directly covered by the above discussions should be directed to the Business Manager.

d. Expense Checks. The Business Office writes checks on Thursdays only. Therefore, it is necessary that a properly approved requisition or expense report be received by 5:00 p.m. on the preceding Wednesday, so that it may be processed on Thursday. The check will then be prepared by 8:30 a.m. on Friday and placed in the campus mail, unless it is noted that you will pick up the check.

6. Travel Policy for Faculty Teaching at University Center

a. Faculty employed at the University Center at Harrisburg who are not regularly employed by the Elizabethtown College on the Elizabethtown campus do not receive compensation for travel to teach at the Center.

b. The faculty member who is regularly employed on the campus at Elizabethtown will be granted an $80 per semester travel grant for teaching a three-hour course meeting one night each week for the semester taught at Harrisburg.

c. The above travel grant of $80 will be paid at the conclusion of the semester on the basis of a requisition signed by the individual faculty member conducting the class for that semester; the statement to be used will be:

"For transportation expenses to conduct the assigned class at the University Center at Harrisburg during the

__________________ semester, _____. ----------($80.00)
Spring-Fall 197-

d. If a faculty member meets the first class and is informed that insufficient students have enrolled to warrant the class being offered for the semester, the faculty member so involved will complete a requisition for one travel grant of $5 and submit it for that one meeting period.

e. The above requisitions should be submitted to the Director of Continuing Education.

7. Purchasing Procedures

All purchases for which the College is held responsible must originate through the prescribed and designated channels. Otherwise the College will not assume responsibility for purchases which are made and these will become the obligation of the individual making the purchase.

By means of centralized purchasing the College is able to purchase more advantageously and secure the maximum in quantity and quality at a minimum cost. Centralized purchasing also provides a means of budgetary control, inventory control, and a knowledge of outstanding obligations.

a. Vendor Requisitions. Requisition and work order forms are provided in duplicate which may be secured by requisition through the Business Office. Requests for purchase should be made on purchase requisition forms (sample copy, Appendix G), and should contain the following information:

(1) Complete description of materials desired (size, model, make, color, correct title, approximate cost).
(2) Quantity.
(3) Suggested vendor and complete address.
(4) Date wanted (requisition well in advance).
(5) Department and account to charge.

(6) Date of requisition.
(7) Signature:
  (a) Academic--Professor and Department Chairman
  (b) Administrative--Originator
  (c) Clubs--Treasurer of Club & Senate, Club Advisor

The requisition should be filled out in duplicate. The original copy goes to the Business Office and the carbon copy is kept for the department's record.

All faculty and staff members are requested to secure purchase orders before any purchases are made. In the case of a salesman who calls on you and to whom you might like to give an order, this can be done by preparing the requisitions and then asking the salesman to take them to the Business Office. The purchase order will be prepared from the requisition. A yellow copy of the purchase order will be returned to you. Upon receipt of all of the items thereon, the yellow copy should be dated, signed and returned promptly to the Business Office to indicate that payment should be made for the items ordered. (Remember invoices that are paid promptly encourage vendors to complete purchase orders promptly.)

b. Central Store Requisitions. The items listed below may be obtained in the Business Office or Bookstore by submitting a properly signed requisition.

Business Office
Adding Machine Tapes
Blue Books
Bond Paper 8 1/2 x 11 or 14"
Calendar stands & Refills
Card Stock, unlined 3x5 & 4x6
Duplicator Paper*
Duplicator Masters
Duplicator Fluid
Envelopes* 6 3/4, 9, 10, & 11
Expense Vouchers
Typewriter Ribbons
Inter-Office Message Forms
Inter-Office Envelopes
Multilith Masters
Multilith Supplies
Norelco Blank Tapes & Index Guides
Onion Skin Copy Paper*
Requisitions
Staplers
Staples
Three-hole Punch
Work Orders

Bookstore
Card Stock, Line 3x5 & 4x6
Correction Tape or Liquid
Erasers
File Folders
Notebooks
Onion Skin (100 sheets or less)
Pens, Pencils, etc.
Scotch Tape
Shorthand Pads
Staple Removers
Tablets
Paper Clips
Rubber Bands
Carbon Paper
Stamp Pads

*Please allow 24 hours for delivery time.

8. Annual Expenses, 1974-75

a. Full-time Student (12-18 credit hours per semester)

The expenses for the year are covered by a comprehensive fee, which for resident students includes tuition, furnished room, board (cafeteria closes after the noon meal on the day of closing of any school vacation, holiday, or semester break and reopens for the evening meal the day before classes start); use of library, student center, gymnasium, and athletic field, admission to all athletic games on the campus, admission to community cultural programs, subscriptions to the Etownian and Conestogan, and limited use of the Infirmary (resident students only).

Comprehensive Fee

	Annual	Term
Resident Students		
Founders Residence	$3,505.00	$1,752.50
Schlosser	$3,495.00	$1,747.50
Brinser, Myer, Ober, Royer	$3,445.00	$1,722.50
Cooperative Housing	$2,855.00	$1,427.50
Off-Campus Residence	$2,995.00	$1,477.50
Commuting Students	$2,390.00	$1,195.00

b. Part-time Student (under 12 credit hours per semester)

Activity fee per semester:	
Resident	$62.50
Non-Resident	$15.00

c. Evening Sessions (under 12 credit hours per semester)

Activity fee per semester (non-resident)	$15.00

d. Fees in Addition to the Comprehensive Fee

Private Music Lessons (Twelve credit hours of individual instruction taken as part of a formal degree program, as a Music Major, is included with the comprehensive fee.)	$75.00
Credit hours in excess of eighteen	$65.00
Examinations for advanced standing per course	$20.00
Make-up Examinations	
Regular per credit hour	$ 2.00
Final per credit hour	$ 3.00
Accident and Sickness Insurance--9 mos. (Annual)	$18.00
Breakage Deposit	$25.00
Tutorial per credit hour	$90.00
Directed Study per credit hour	$40.00

All charges are payable prior to registration each term. Credit allowed for College scholarships, grant-in-aid, matriculation or pre-registration deposits will be deducted from the invoice. All fees are subject to change without notice.

e. Absence and Sickness. A student who is absent from College because of sickness, or for any other reason, and retains his place in class pays in full during his absence.

f. Withdrawal. Notice of withdrawal must be given in writing to the counseling center. If withdrawal occurs between July 1 and a date three weeks prior to registration, the resident student is liable for one-half of a semester's room charge. If withdrawal occurs within the three weeks prior to the date of registration in either semester, the resident student is liable for a full semester's room charge, plus the applicable deposit. If the withdrawal occurs after the beginning of the semester, the student is obligated for a full semester's room charge, actual board used to the date of withdrawal, plus 25% of the unused portion and tuition as follows:

Period of Attendance*	Percent of Semester's Charge
First week	25%
Second through Third weeks	50%
Beginning of 4th week	100%

The effective date for calculating refunds will be the date of receipt of a written notice of voluntary withdrawal by the counseling center. Failure to give any notice of withdrawal will result in unofficial withdrawal. Refunds, transcripts, and recommendations will be withheld by the College until an official withdrawal has been obtained. Refunds for a withdrawal due to serious illness or call by the Selective Service will be pro-rated to the date of withdrawal. No refunds are made when a student is suspended or dismissed from the College.

*The first day of registration counts as the beginning of College.

9. Costs and Procedures--Part-time Students

The costs to full-time students are greatest, to part-time day students second highest, and to evening students lowest because the full facilities and personnel of the College are available in a descending amount for each of these three groups.

a. Part-time students are those registered for less than 12 hours.

b. Part-time students registered in courses meeting between 8:00 a.m. and 5:30 p.m. shall be invoiced at the rate of $65 per credit hour.

c. Part-time students registered in courses beginning at 5:00 p.m. or later shall be invoiced at the rate of $45 per credit hour.

d. Part-time students taking day and evening courses simultaneously shall be charged at the two separate rates--$65 per credit hour for the day courses and $45 per credit hour for the evening course(s).

e. All part-time non-resident students will pay a $15 per semester registration fee.

f. Full-time students registered in evening courses, regardless of the reason, receive no adjustment to their invoice.

F. Safety Policies and Procedures

1. Identification Card

a. Regulations for Use of Elizabethtown College Employee ID Card

This Identification Card admits you to all Concerts, Lectures, and Intercollegiate Athletic Events.

In order to procure tickets for individual cultural programs sponsored solely by Elizabethtown College, please contact the Office of Public Affairs at the College no later than one week in advance of the program.

This card is not valid for the Great Artist Series, which is sponsored by other institutions in cooperation with Elizabethtown College. When requesting tickets, please indicate your name and identification number as shown on the front of your Identification Card.

b. Library

Be prepared to show your ID Card when you borrow a book. Desk personnel changes; you just may be a stranger to the person on duty.

Members of your family may borrow books from the Library upon their presentation of your ID Card. The Library will then issue a borrower's card for their convenience and our identification. This card must be shown whenever they borrow library materials. They will have the limited loan period of our students and will be subject to fines on overdue books.

c. Baugher Student Center and Thompson Gymnasium

Age groups: Children 12 years of age or less must have a parent with them at all times. Children 12 thru 14 years of age must have one parent available in the Student Center or Gymnasium during any activity. Children 15 years or older must have parent card in their possession.

Persons using this card will present this card at the Control Center before using these facilities--Gymnasium, Game Room or Swim Pool.

Persons using this card pay regular displayed rates for bowling and shoe rental but do not take priority over students.

Persons using Swim Pool will register at the Control Center and pick up tag.

Baugher Student Center Cards for individual family members may be obtained at the Director of Student Activities' Office, second floor of Baugher Student Center.

2. Key Issuance and Control

The following system for key issuance and control is under the jurisdiction of the Director of Safety and shall be administered through his office.

a. Proper Authorization for Requisitioning Keys

(1) The Department Chairman or administrator will be allowed to authorize keys to the office, labs, classrooms, etc. and buildings in his domain (office or building) for members of the department.

(2) Other keys must be requisitioned as follows:

(a) The Department Chairman or administrator will always need to initially approve a request for keys within his domain.

(b) Keys requested for outside of the department domain will require the signature of two department chairmen and the Dean of the Faculty, or two administrators and the administrative committee member applicable to the area in which the key is requested.

(3) Student Use of Keys

(a) A student will be allowed to requisition a key for the maximum length of one semester only. The Department Chairman of the domain will be able to authorize the primary issue and any necessary renewals for semester period only.

(b) A student who has requisitioned a key is not allowed to loan that key, and is responsible to supervise existing activity within the domain for which the key has been issued.

b. Temporary authority for possession of a key may be granted (temporary possession means any period less than a semester), but the time must be specified on the requisition.

(1) Keys issued within his domain may be authorized by signature of a Department Chairman or administrator only.

(2) Keys issued for use outside of one's domain will need to be approved by two Department Chairmen and the Dean of the Faculty, or two administrators and a member of the administrative committee.

c. Termination of Employees--Notification should be given to Safety as soon as the facts of termination are known in all cases except faculty, and their termination should be reported to the Office of Safety by May 1 of each year. Effective September 1, 1972, the Personnel Office will be responsible for notifying Safety as to terminations.

Samples of key request forms, which are available at the Safety Office, Alpha Annex, may be found in Appendixes D and E respectively.

3. Opening and Closing of Academic Buildings

Academic buildings will be open during the hours indicated below, and if they are used by students at other hours, this must be approved by the Chairman of the Department involved and properly supervised. The Chairman should make available to the Department of Public Safety a list of students who have permission to use the building after it is officially closed. Faculty and administrators who use any building after they are locked are expected to keep the building locked during their occupancy of it and see that the building is locked again when they leave it. If a building is used for academic purposes at a time when it would normally be locked, by a group, this should be scheduled as a meeting through the Office of Student Activities in order that it might appear as a properly scheduled meeting for the Public Safety people.

Buildings will normally be open on the following schedule:

Esbenshade Hall - Monday through Thursday 7:00 a.m. -10:30 p.m.
Friday 7:00 a.m. - 5:00 p.m.
Saturday and Sunday closed.
Fairview Hall - Monday through Friday 8:00 a.m. - 10:00 p.m.
Saturday 8:00 a.m. - 5:00 p.m.
Sunday closed.
Gibble Science Hall - Monday through Thursday 7:00 a.m. -10:00 p.m.
Friday 7:00 a.m. - 5:00 p.m.
Saturday and Sunday closed.
Nicarry Hall - Monday through Thursday 7:00 a.m. -10:30 p.m.
Friday 7:00 a.m. - 5:00 p.m.
Saturday and Sunday closed.
North Hall - Monday through Thursday 7:00 a.m. -10:00 p.m.
Friday 7:00 a.m. - 5:00 p.m.
Saturday and Sunday closed.
Rider Hall - Monday through Saturday 7:00 a.m. -10:00 p.m.
Sunday 2:00 p.m. - 10:00 p.m.

Faculty have keys to their own buildings and must accept the responsibility for closing a building if it is entered during the period it is supposed to be locked.

Faculty may make arrangements for students to use a locked building under proper supervision. The faculty member will accept responsibility and will inform the Public Safety Office in writing of the activity, persons involved, and responsible supervisor.

Buildings which are open and which house valuable laboratory equipment should be supervised while that equipment is available to students. It is entirely possible that such supervision may be delegated to responsible student assistants. The departments involved must take the responsibility for seeing that supervision is available and that it actually takes place.

4. Emergency Procedures

In the event of any type of emergency--fire - health - safety - etc.--please call the following number:

367-1111

NOTE: Be sure to use a phone which is a safe distance from the emergency so that there is no danger that you may be injured by remaining in the emergency area.

At this point, the Safety Department will advise you of emergency procedures to take.

The above telephone number is for time periods when college is in session. The emergency telephone number to be used when the dormitories are closed for holiday recess periods is:

367-1455

5. Motor Vehicle and Bicycle Regulations

Responsibility for administering and enforcing automobile regulations at Elizabethtown College rests with the Department of Safety. Motor vehicle regulations are in effect at all times throughout the academic year after fall registration is completed. Comments and suggestions may be made through the Safety Office, Alpha Annex.

a. Automobile Registration

All motor vehicles and bicycles operated by students, faculty and staff members are to be registered with the Department of Safety within 48 hours after they have been brought to campus, and they must display an identification decal provided by the

College. Any person exchanging automobiles during the school year will be given a 48-hour period to register the new vehicle. If more than one motor vehicle is used, each vehicle must be registered and must display a College identification decal.

Registration is accomplished in the Campus Safety Office in Alpha Annex. There is no fee for registration or the decals.

Remember:

(1) When registering an auto on campus, it is necessary to give evidence of a state registration card as well as a College Identification Card.

(2) Decals are to be displayed on the driver's side of rear bumper.

(3) Students who live more than three blocks from the campus grounds may have the option at automobile registration of selecting a resident or commuter decal for a parking assignment area.

(4) Negligence in failing to register a vehicle and to display a decal properly is not a valid excuse.

The Automobile Control Council reserves the right to revoke any automobile privileges if it deems it necessary. Falsification of registration records shall be considered a serious offense and may be reason for suspension.

Resident freshman students are not permitted to have motor vehicles on campus, in the Borough of Elizabethtown, or in the surrounding areas. However, special exceptions are made for the week-end prior to each major holiday (Thanksgiving, Christmas, Easter) and final exams. At this times freshmen are to park their cars in the parking lot near the Alumni Physical Education Center only. Violators will be fined. Any further exceptions to this regulation must have the approval of the Automobile Control Council. Violations subject the student to possible suspensic from college.

b. Parking Assignments

The College reserves the right to assign parking areas to College employees and students on the campus as needed or desired. Vehicles parked illegally according to college regulations will be ticketed. The following parking regulations are in effect:

(1) Registered vehicles may be parked only in lined areas on the campus. Vehicles parked in unlined paved areas or on the grass will be ticketed.

(2) Visitors parking spaces are reserved in front of Alpha Hall. Employees and students are not to park in these spaces.

(3) Parking assignments are made on a group basis, i.e., faculty, administrative staff, commuter student, resident student. Individuals in need of special consideration should make a request to the Campus Safety Office.

  (a) Yellow-lined parking spaces are reserved for faculty and staff vehicles. Student cars will be ticketed if parked in areas indicated by yellow lines.

  (b) While-lined parking spaces are reserved for student vehicles. Faculty and staff automobiles will be ticketed if they are parked in areas reserved for students. Resident and commuter students are free to park on campus anywhere there are white lines. An exception to this regulation is found in item #5 below.

(4) The Alumni Physical Education Center and Kiwanis parking lots are available for all students and faculty parking.

(5) Commuting students have parking priority in the white-lined areas of the parking lot in front of the Baugher Student Center. Resident student automobiles will be ticketed if found parked in these spaces on days that classes are scheduled.

(6) A one-hour limit is imposed upon all vehicles parked in front of Myer Resident Hall. Resident students are asked to refrain from driving to meals to alleviate traffic congestion.

(7) Two 15-minute parking spaces are marked in front of the Baugher Student Center. They may be used by students and faculty for a quick stop at the BSC. Please observe the time limit on these spaces.

(8) Resident students are not to park in front of private dwellings on Mount Joy Street or College Avenue.

(9) A vehicle may be termed a "derelict" vehicle by the Automobile Control Council if it is not removed within 72 hours of a request to do so. Failure to remove the vehicle will result in payment of the tow and storage charges issued by the garage to remove the vehicle from the College premises. It may also result in additional penalties assessed by the Borough of Elizabethtown under recently passed state legislation.

c. Driving Regulations

(1) Failure to observe traffic signs and/or endangering the safety of campus pedestrians or other drivers could result in the loss of the privilege of having a vehicle on campus.

(2) The vehicle registrant and/or owner is considered responsible for his property and assumes ultimate responsibility for his vehicle. If at any time a violation is charged, regardless who is driving the vehicle, the owner and/or registrant will be held responsible.

(3) City parking regulations are enforced by Borough Police on College Avenue, Baugher Avenue, Cedar Street and Mount Joy Street. Mount Joy Township Police are responsible for "No Parking" regulations along College Avenue north of the Esbenshade classroom building, extending past Lake Placida. Fine for a parking violation in this area is $10. The "No Parking" area in front of Baugher Student Center and the stop signs on Cedar Street will be enforced continuously throughout the year by the Borough Police.

(4) The College safety staff members are required to ticket every violator. Do not ask them for special favors or exceptions. Any requests for special consideration may be directed to the Auto Control Council through the Campus Safety Office.

(5) Any person who enters, molests or moves a vehicle without the consent of the registrant will be subject to college regulations against breaking and/or entering a vehicle. Complaints should be filed with the Automobile Control Council through the Campus Safety Office.

(6) Driving or parking on the grass or over walkways will subject the violator to a ticket and/or more severe penalties if determined more serious by the Auto Control Council.

d. Motorbikes and Motorcycles

Motorbikes and motorcycles are subject to all of the regulations governing motor vehicles. Operators of such vehicles are warned that riding over campus walkways is a motor violation.

e. Bicycles

All bicycles that are stored or operated on campus must be registered with the Department of Safety. This registration will be free of charge.

Bicycles will be considered vehicles on campus and will be subject to the rules and regulations that other motor vehicles must obey. For example, bicycles will not be allowed to be parked in the interior of any buildings, except in specified storage areas designated for bicycles, and should be stored in or adjacent to bicycle racks provided.

At no time will bicycles be stored so that they block hallways, exits or other areas of normal foot or vehicular traffic.

After proper notification of the campus community, all bicycles not registered will be impounded by the Department of Safety and a $5 fine will be levied.

Any bicycle stored illegally will be subject to a $5 fine. NOTE: If the bicycle stored causes a safety hazard by blocking fire exits, hallways, etc., it will be impounded, if not moved within 48 hours after being tagged.

All bicycles are to be operated in a safe manner not interfering with vehicular or pedestrian traffic on campus.

f. Judicial Proceedings for Violations

Hearings are held periodically by the Campus Judicial Board. (See Article X, B, 2 of the Constitution.)

(1) Persons who feel they received a violation ticket without just cause are entitled to a hearing before the Board by contacting the Safety Office. Hearings must be presented in person.

(2) The Board shall determine when a violation occurs and the degree of violation according to a schedule of fines. The person operating or owning the vehicle will be notified after the hearing by campus mail.

(3) If an operator or owner does not request a hearing, the Board assumes that there are no objections to the citation and the citation will be sustained.

g. Appeals

After fines are determined, an operator or owner may make an appeal to the Automobile Control Council in person at the next scheduled meeting of the Council. An appeal decision of the Council will be given through the campus mail. If the fine is $25 or more, a second appeal may be initiated through the Executive Vice-President's office to the Campus Appeals Board; otherwise an appeal decision of the Automobile Control Council shall be final.

The Automobile Control Council will consider requests for exceptions to its regulations. Such requests may be made by appearing before the Council, by contacting the chairman of the Council and presenting a request, or by personally contacting and filing a written request with the Campus Safety Office.

h. Schedule of Fines

Upon receiving a ticket, the following fines will be automatically levied to violating students, faculty and administrative staff and should be paid directly to the College Business Office, Alpha Hall.

(1) Decal violations

1st offense	$5	4th offense	$5
2nd offense	$5	5th offense	Council Action
3rd offense	$5		

(2) Parking and motor violations

1st offense	$2	4th offense	$2
2nd offense	$2	5th offense	Council Action
3rd offense	$2		

(3) Driving over campus lawn or walks - $10 plus damage for each offense.

Fines are accumulated from the beginning of the fall semester through the end of the spring semester and are considered a legitimate charge to one's account payable at the Business Office.

6. Payment of Fines

a. All staff persons are subject to the same traffic regulations as students and violations are processed in the same way, i. e., through the Campus Judicial Board with the right of appeal to the Appeals Board.

b. When fines are assessed against staff persons they are to be paid at the Business Office. In the event that a staff person refuses to pay a fine after due process has been followed, the College will follow the procedure recommended by McNees, Wallace & Nurick, Attorneys at Law, which is:

(1) "Write the non-paying person a warning letter to the effect that the fine will be deducted from their next pay check,

and if they do not pay the fine, then actually make the deduction."*

- The warning letter will be written when the date for payment has been exceeded.
- A last date for payment will be stated in this letter.
- If voluntary non-payment continues, the College will withhold from the next pay check.

(2) "Certainly if the on-campus traffic rules are to have any efficacy, they must be enforced equally against faculty and staff, as well as students, and the faculty and staff should actually set the example."*

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*Letter of opinion from G. Thomas Miller of McNees, Wallace and Nurick, July 2, 1974.

G. Student Affairs

1. Student Senate

Student Senate, the student legislative division and major communication channel of the Community Congress, participates much like a faculty division. It studies, approves, and refers at various levels policies regarding student life. The Senate works closely with the Campus Life Council and frequently refers proposed policy changes for further study and approval.

In addition to formulating policy proposals, the Senate also assumes a programming function through its committee system in planning various social, cultural, and academic events. Moreover, it assumes responsibility for appointment of students to the various faculty and administrative committees and councils.

Membership in the Student Senate originates from three sources. Each residential unit, dormitories, students living in approved housing, and commuting students elect representatives in the spring of the year. In addition, students majoring in each department elect representatives at the same time. Members of the freshman class elect their representatives in the fall.

2. Residence Hall Government

The residence hall government structure includes three major connective links: The Inter-Residence Hall Council, the Residence Hall Council, and the Floor Council. The highest level of residence hall government comprises a council which is responsible to the Student Senate and the Community Congress. The Council consists of the presidents and head residents of all residence halls, under the guidance of the Director of Housing. The IRHA functions are to coordinate academic, social, and cultural programming; to promote interhall understanding; and to review and possibly refer individual residence hall policies to ensure that they are in keeping with the ideals of Elizabethtown College and serve the purposes of the College.

The next level of residence governance, the Residence Hall Council, consists of elected students from each floor. Its president is a member of IRHA Council. The primary responsibilities of the Hall Council are to determine its own residence hall regulations within the guidelines established by the IRHA Council; to plan hall academic, cultural, social, and recreational programs; and to report and adjudicate residence hall violations. The Head Resident serves as its adviser.

The base level of the residence hall government is the Floor Council. Each floor in the residence hall has a council, with a representative sent to the Hall Council mentioned above. It serves as the basic channel of communication and usually serves as an indicator of student opinion and understanding. The floor resident counselor serves as the adviser to this council.

3. The Campus Judicial System

At Elizabethtown College, students actively participate in the judicial branch of government. It is considered to be an important aspect of accepting responsibility. The judicial functions are assumed by the Inter-residence Hall Judicial Board, the Campus Judicial Board, and the Appeals Board. Faculty members are elected to serve on the Campus Judicial Board, and the Appeals Board.

a. The Resident Counselor

(1) Prevention is the goal. The resident counselor exists on the floor in order to protect the rights of all of its students. The goal is to keep students out of trouble, not give them trouble.

(a) Future - If the resident counselor learns of a violation that will probably occur soon, the resident counselor will go to those student(s) and try to prevent them from executing their plans.

(b) Present - If the resident counselor learns of a violation as it is occurring, the resident counselor will confront the student(s) with the suspicion.

(c) Past - If the resident counselor learns of a violation that occurred in the recent past, the resident counselor will go to those student(s) and discuss its possible meaning if it should occur again.

(2) A warning system - exists in order to allow the students, the resident counselor, and the head resident flexibility in dealing with discipline in a counseling manner. Warnings are guaranteed, however, only to those students who show a willingness to discuss and to correct their acts of unacceptable behavior (defined by existing college rules and regulations). The goal is to handle discipline at the lowest possible level to prevent recurrence.

(a) Minor Residence Hall Violations -(1st offense of noise, open house violation, mischievous damage of a non-flagrant nature). If it is a minor residence hall violation, the resident counselor and/or Head Resident will discuss the incident and resolve it with the student(s) involved and record it in the residence hall warning book.

(b) Major Residence Hall Violations - (2nd offense of noise, open house violations, mischievous damage or a first-time flagrant violation). If it is a major residence hall violation, the resident counselor will record the incident on two formal disciplinary forms, give one copy to the student(s) involved, and send the other copy through the Head Resident to the Inter-Residence Hall Judicial Board (composed of 2 students per residence hall and one student from college owned off-campus student living units with the Director of Student Affairs as adviser).

(c) Minor Campus Violations - (1st offenses of living code campus policies of a nonflagrant nature). If it is a minor campus violation, the resident counselor will record the incident in the residence hall warning book after notifying the student(s) involved and then notify the Head Residents who will counsel with the student(s).

(d) Major Campus Violations - (2nd offenses of living code campus policies or a first time flagrant violation). If it is a major campus violation, the resident counselor will record the incident on two formal disciplinary forms, give one copy to the student(s) involved, and give the other copy to the Head Resident who in turn will submit it to the Director of Student Affairs. If the action taken by the Director is not mutually agreed upon by student(s), he may appeal it to the Campus Judicial Board (composed of 18 persons, one representative each of Division I, II, and III, 12 students selected by, but not from the membership of, Division IV, and three representatives of the administration.

(e) Appeals Board - Any student against whom action is is taken by the Inter-Residence Hall Judicial Board or the Campus Judicial Board has a right to appeal to the Appeals Board (composed of 3 faculty members, one from each division, 4 students selected by, but not from the membership of student senate, and one administrator selected by the administration. The Executive Vice-President shall be a member and serve as chairman of the Appeals Board. Appeals will be granted if new evidence is presented or if due process has been violated. Such appeal must be presented, in writing, to the Director of Student Affairs within seven (7) working days of the student's notification of the decision against him.

(f) Actions that endanger the lives of other students will be dealt with immediately by the Director of Student Affairs in order to protect all members of the community.

(3) Due Process

(a) All rules, regulations, and appropriate standards of conduct should be stated in the College catalog and student handbook.

(b) The student violator shall have due notice of the charges and the pendency of proceedings.

(c) The student violator shall be offered a fair and impartial hearing before a duly constituted person or committee with all determination made on the basis of pertinent evidence properly presented.

(d) The student violator shall be offered an opportunity to appeal the decision to the Appeals Board.

(e) The student violator shall be protected by a statute of limitations meaning charges must be brought against the student within one year from the date of offense and not thereafter.

(f) The student violator shall have received due notice of rights meaning that it is incumbent on all College staff personnel to inform students charged with any offense of their rights.

b. Room Search Procedures

(1) Room searches will be conducted only as a last resort when all communications have broken down.

(2) In order for a room search to be held, an administrative search warrant must be obtained from either the Head Resident, Director of Housing, or Dean of Student Affairs.

(3) This administrative search warrant should only be issued under reasonable conditions, where probable cause exists, and the warrant must articulate the room to be searched and the items which the staff is seeking.

(4) An effort will be made to have the student whose belongings are being searched present. His consent and assistance will be sought.

(5) Any room searches will be made by two official representatives of the College.

(6) These persons are instructed to confiscate evidence of violations of residence hall or college regulations.

(7) An administrative search warrant and its resulting discoveries are not admissible in a court of law under the 4th Amendment but campus disciplinary action can be taken.

(8) From time to time, vacations in particular, college personnel must enter student rooms for purposes of safety checks, maintenance, or repair. Whenever possible, students will be notified in advance. If, however, illegal items are found openly lying in the room, then disciplinary action could be taken.

c. Resident Counselor Duty Rounds

(1) Within each residence hall, a duty counselor is responsible for the welfare of the entire hall from 7:00 p.m. until midnight Sunday through Thursday and from 7:00 p.m. until 2:00 a.m. on Friday and Saturday nights.

(2) As part of that responsibility, the counselor leaves the desk momentarily twice each evening to walk through the residence hall corridors. The purpose of these walk-throughs are five fold: 1) to insure that all student rights are being protected; 2) to insure that no open violations of residence hall and college policies are occurring; 3) to insure that there are no major maintenance breakdowns; 4) to insure that there are no major damages, and; 5) to gain knowledge of the general tone of the residence hall for which the duty counselor is responsible.

(3) These duty counselors are not instructed to police the halls. Remember: their job is primarily to protect all students' rights. Those who openly violate residence hall and campus policies are bound, however, to have conflict with this procedure.

4. Student Expectations

Each student at Elizabethtown College is expected to conduct himself in accordance with the regulations of the College, as well as with the laws of the borough, state, and federal government. To a considerable extent, the College has allowed students to formulate many of their own rules and regulations. Others that exist at the insistence of the College are deemed reasonable and necessary for the fulfillment of the ideals of the College. The regulations by which students are expected to abide may be found in the Student Handbook. It is hoped that faculty and staff members will encourage students to personally accept a high level of responsibility for themselves and for community living.

5. Religious Activities

See Student Activities, Area IV, I.

6. Concerts and Lectures

A series of concerts and lectures designed to offer broad cultural and educational opportunities is projected by the College each year. Highlighting the program is a series of concerts by leading luminaries in music and drama presented as part of the Great Artists Series, a cooperative project underwritten by Elizabethtown College, Lebanon Valley College, and the Hershey Cultural and Education Center. In addition, the College sponsors outstanding artists and lecturers throughout the year in conjunction with its convocations program.

Admission to these programs is free to students and they receive priority in the distribution of tickets. Tickets are limited to two per faculty member, and are only available to faculty the week preceding the concert. Tickets may be picked up in the Office of Student Activities in room 206 of the Baugher Student Center.

7. Student Organizations

Faculty and staff members are issued a Baugher Student Center card which entitles them and their immediate families to utilize the facilities in the Center during school sessions, when they are not reserved for student events. An invitation is also extended to attend and support campus activities. Frequently, members of the College faculty and staff are asked to serve as advisers to student organizations, found listed in the Student Handbook. The following information may be helpful to an adviser.

a. Departmental or program related clubs may be formed in any area with the approval of the Departmental or Program Chairman and Office of Student Affairs.

b. The primary function of the adviser of any student organization is to help the student find in its program a meaningful experience, and to cooperate with the student in guiding the activity in channels that correspond with the College's regulations.

c. Advisers are requested to be familiar with the constitution, to attend regularly the meetings, and to be sufficiently informed and fully aware of its activities. The adviser is ultimately held responsible for the actions of the group.

d. Eligibility of students to participate in the organization may be determined by submitting the names to the Office of Student Affairs.

e. No elections should be permitted unless a quorum is present. If no quorum is prescribed in a constitution, a majority of members could be considered a quorum.

f. Requests for scheduling social functions or room reservations should be made well in advance through the Director of Student Activities. (See section in this handbook pertaining to scheduling of activities.)

g. The organization should be advised to maintain its treasury in the College Business Office.

h. Advisers are responsible to the Office of Student Affairs for off-campus permissions, but should seek to coordinate the activities through the Director of Student Activities.

8. Campus Communications Media

The Student Affairs program includes four primary vehicles for campus communication.

a. The Etownian, a weekly tabloid newspaper edited by students and designed to provide news coverage of all matters of importance to the campus community.

b. WWEC, the campus radio station, which features music and news of campus affairs. The station's power limits it to the campus proper.

c. The Conestogan, a yearbook with pictorial coverage of the significant events for the year and published in May.

d. Bulletin Boards for Campus-wide Use.

(1) The glass bulletin board in the main front hallway of the Baugher Student Center will include official office announcements from department chairmen and administrative offices.

Please observe the following guidelines:

(a) Note is to be no larger than 4 1/2 x 5 1/2.
Not larger than a 3 x 5 card.

(b) Note must be dated.

(c) Message must be typed and brief.

(d) Message must be signed by Department Head or by an administrator.

(e) Mail message to: Director of Student Activities
Box A-11

(f) Do not expect the item to be returned.

(2) Items of general interest from any area may be displayed on the clothesline in the main hallway of Baugher Student Center.

(3) The enclosed bulletin board on the campus near the Library may be used for information of interest to the entire campus. Any requests for this must be made through the office of Student Activities.

9. Procedures for Campus Housing Over Vacations and Semester Breaks

Residence halls normally close to all resident students over Thanksgiving vacation, Christmas vacation, semester break and spring vacation. Also, there is a definite opening date in September, and a definite closing date in May. These periodic closing times are vital to the successful operation of any residence hall system. The housekeeping personnel has the opportunity to clean the halls thoroughly, and the residence hall staff has a chance to catch their breath and relax somewhat.

It is for the above reasons that the use of our facilities is discouraged when the rest of the campus is closed to students. Under current college operational procedures, however, there are some student groups that must be accommodated during these times, i.e., choir, basketball, wrestling, student teachers, foreign students, campus government leaders, resident counselors, soccer, graduating seniors, etc.

The persons responsible for these groups must provide the Housing Office with the following information at least two weeks in advance of their expected arrival into the residence halls:

a. Name of the group.
b. Names of all the students within the group.
c. The expected arrival date and time (limit arrival time to a two-hour period).
d. The expected departure date and time.

The above information is needed by the Housing Office in advance so that all necessary arrangements can be made ahead of time.

In addition to coordinating the residence hall staff and housekeeping staff of the particular residence halls involved, the Buildings and Grounds Department, the Safety Office, the Infirmary, the Post Office, and the Dining Hall must also be notified in advance by the Housing Office.

10. Placement Services

a. Registration - Effective September 1, 1973, Alumni wishing to utilize the Placement Services at Elizabethtown College will be charged a registration fee of $10 per year.

The fee would include the following:

(1) Updating credentials.
(2) Use of career library.
(3) Interviews with on-campus recruiters.
(4) Publications of the Placement News-Bulletin.
(5) Publications as related to the alumnus' need.
(6) Five (5) dossier, including transcript.

A $2 charge will be enacted for each dossier, exceeding the first five. This fee includes a copy of the transcript.

A graduate, upon his request, will be entitled to full use of the Placement Services for the first four months following his graduation, without charge. Only when applicable there will be a $1 charge per transcript and/or per dossier.

No credit will be carried after one's registration date expires.

b. Student Credential Service* - Effective September 1, 1973, a senior at Elizabethtown College will be entitled to have a maximum of 20 copies of his credential file transmitted by the Placement Office to prospective employers and/or graduate school officials, free of charge.

A fee of $1 will be charged for each set of credentials requested beyond the maximum of 20. There is no additional charge for student transcripts.

For the first four months following one's graduation, credentials will be sent free of charge if the alumnus has not exhausted his allotment of 20 copies as a student (see above). However, as an alumnus, only the first two sets of credentials will include a transcript free of charge. (Following graduation, an alumnus is entitled to two (2) official transcripts without charge. Additional transcripts cost $1 each.)

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*See attachment H

c. Photographs - Effective September 1, 1973, seniors needing photographs to complete an application(s) for employment can make arrangements through the Placement Office. Photos are taken on campus, a fee of $1 is charged for four 1 1/2" x 2" photos (one set).

11. Myer Hall Guest Room Procedures

Two rooms in Myer Hall are available for faculty and administrators to accommodate official guests of the College--convocation speakers, guest lecturers, visiting educators, consultants, and other campus visitors on official college business related to the college's educational purposes. The following procedures shall be used in the operation of these guest rooms.

a. Location

(1) The Myer Guest Rooms, which consist of two rooms with twin beds in each room with attached bathrooms, are located on the northeast corner of Myer Hall.

(2) Guests and college sponsors should enter the main entrance of Myer Hall and ask at the main reception desk for the Head Resident.

b. Control

(1) These two rooms are available for faculty and administrators to accommodate official guests of the college--convocation speakers, guest lecturers, visiting educators, consultants, and other campus visitors on official college business related to our educational purposes.

(2) These rooms are not available for student use or for parental use, except in an emergency situation.

(3) Generally, there will be upheld a three-day limit per reservation in order to allow for everyone to have access to such limited facilities.

c. Cost

(1) The cost to the individual administrative office or academic department will be $5 per person per night.

(2) Each administrative office and academic department should plan in their budget money to cover this cost for accommodating their guests on campus.

d. Reservation Procedures

(1) All reservations must be made in writing to Myer Hall Head Resident, at least one week in advance.

(2) Three copies of the interoffice message form should be used and include the following information:

- (a) The name of the sponsoring faculty member and their respective department or office.
- (b) The name of the guest(s).
- (c) The date of the desired overnight stays.
- (d) The expected arrival time.
- (e) The expected departure time.

(3) The Head Resident will then return to the sponsoring faculty member or administrator the third copy of the interoffice message form as a confirmation of the reservation, or will indicate any conflicts at that time.

(4) The Head Resident will send the second copy of the interoffice message form to the Business Office for proper charge.

e. Meal Tickets for Guests

(1) Meal tickets for official college guests can be obtained only from the Business Office.

(2) It is the responsibility of the sponsoring academic department or administrative office to purchase these tickets from the Business Office in advance for their guests.

12. Sports

Elizabethtown College provides an intercollegiate and intramural sports program. It adheres to the principles and policies of the various athletic conferences of which it is a member. Faculty and staff members are invited to participate in the intramural program and to use the gymnasium facilities at times not scheduled for classes or sports practices. Soccer, cross country, field hockey, basketball, wrestling, baseball, golf, swimming and tennis are scheduled for varsity competition. College faculty and staff along with their immediate families may attend athletic events free of charge. Sports schedules are available in the office of the Director of Athletics.

The College swimming pool in the Baugher Student Center is also open to the College staff and their immediate families. It is requested that an adult accompany children under 12 years of age. The pool schedule varies somewhat throughout the year. The schedules and any changes are posted in the Baugher Student Center as well as distributed to each staff member through the campus mail.

H. Policies and Procedures for Employment and Termination of Non-Professional Employees

1. Authorization for Employment

a. New position - The supervisor of the department should present a request for a new employee to his immediate superior. A job description should be developed and approved by the supervisor and his superior. If the superior is in agreement with the request, he should present the request to the Executive Vice-President. If the new position is approved, the Executive Vice-President should send a completed Employment Authorization form (see Attachment I) for the new position plus a job description to the Personnel Office.

b. Replacement of an employee - The supervisor should thoroughly examine his present staff to consider whether a replacement is needed whenever one of his current employees terminates his relationship with the College. If a replacement is necessary, the supervisor of the department should present a request for a replacement to his immediate superior. If a job description has not been previously developed for this position, it should be developed by the supervisor and his superior. If there is a change in the nature of the position, a revised job description should be developed. If the job description is being changed, being developed, or approved for first time, the supervisor should present the job description to the Executive Vice-President. If the job description is approved, the Executive Vice-President should send a completed Employment Authorization Form (see Attachment I) for the position to the Personnel Office. If the job description has been previously approved by the Executive Vice-President, the supervisor may complete the Employment Authorization Form immediately and send it directly to the Personnel Office.

2. Advertising of the Employment Opportunity

After the Personnel Office receives the Employment Authorization Form, we will assume complete responsibility for the advertising of employment opportunities on campus. The following media will be used to publicize all employment openings on the College campus: The Baugher Center Bulletin Board, the ETOWNIAN, and the College Placement Bulletin. The use of these communication media will enable every individual on our campus to become aware of new employment opportunities. If necessary, the Personnel Office will also utilize off-campus media such as newspaper advertisements to publicize employment opportunities on campus.

3. Applications and Reference Forms

   a. The Personnel Office has developed a standard application form for this category of nonacademic employees.

   b. All inquiries regarding campus employment should be referred directly to the Personnel Office.

   c. The Personnel Office will retain the employment applications in its file for no more than two years.

   d. A current staff member may apply for a campus vacancy by preparing a written letter of application and forwarding it to the Personnel Office.

   e. Reference forms will be sent to the listed references as well as to most recent employer unless the applicant has an objection to our contacting his most recent employer.

4. Selection Process

   a. The supervisor and the Personnel Office should jointly review the applications and other information to determine one or more of the most likely candidates for the position.

   b. The Personnel Office will handle the arrangements for the visit of the prospective employee to campus. The Personnel Office will conduct an interview to learn as much as possible about the applicant which is pertinent to the position. The Personnel Office will have responsibility for informing the applicant of policies, benefits, salary range, and projected beginning date. A Personnel Test will be administered, corrected, and evaluated by the Personnel Office only at the request of the department supervisor. If the Personnel Office does not believe that the applicant is worthy of further consideration for the position, the applicant will not be referred to the department supervisor.

   c. The Personnel Office will schedule a tentative appointment for the applicant with the department supervisor. If the applicant appears to be a worthy candidate, the Personnel Office will refer the individual to the department supervisor for further evaluation. The supervisor will have the responsibility for thoroughly reviewing the job description with the prospective employee and discussing any other matters of concern.

   d. After all the prospective employees have been interviewed, the supervisor and the Personnel Office will schedule a conference to select the new employee. The Personnel Office will prepare a letter of appointment for the new employee immediately after this conference. The Personnel Office will hand carry this contract to the President or Executive Vice-President for their signature. The Personnel Office will mail all letters of appointment as soon as they are signed, so the exact status of each new employee is known at all times. A carbon copy of the letter of appointment will be mailed to the department supervisor as soon as it is mailed to the prospective employee. If the letter of appointment is not approved, a written explanation should be sent to the Personnel Office immediately by the President or Executive Vice-President.

e. As soon as the Personnel Office receives the signed contract, the Personnel Office will contact the individual, personally or by telephone, to indicate his or her selection for the position, salary, beginning date, etc. Since an individual may have secured another position or changed his mind regarding employment with the College, this personal contact will substantiate the individual's interest in the position and will avoid delay if the individual has changed his mind. If the individual accepts the verbal offer, the Personnel Office will make arrangements for a physical examination for all new employees. It is anticipated that Dr. Mann will be able to perform this function. The letter of appointment will contain a statement that the agreement is not valid until the results of the physical examination are known. The employee will also receive a copy of the appropriate handbook. The Personnel Office will contact the department supervisor as soon as a reply is received from the prospective employee regarding the offer of employment.

5. Orientation

The new employee should report to the Personnel Office immediately during the first day of employment to complete the W-4 form and group insurance or waiver form. The employee will also be given a general orientation plus an opportunity to ask any questions. Information will be provided on areas such as parking regulations and ID cards, etc. The supervisors are responsible for directing the employee to the Personnel Office in Alpha. The supervisors are also responsible for providing a program of in-service training for all new employees.

6. Evaluation

The Personnel Office will contact the supervisor during the first several months of employment for informal evaluation.

7. Rejections

Letters of rejection will be written by the Personnel Office to all applicants who were formally considered for the position.

8. General Information

The Employment Authorization Forms may be obtained by calling the Personnel Office. All questions regarding this policy or procedure should be directed to the Personnel Office in Alpha Hall.

9. Termination by Employee

a. With Notice

(1) An employee must give a minimum of two weeks notice in writing to the supervisor before his actual termination date.

(2) Supervisor will complete the appropriate sections of the Termination Form and submit it to the Personnel Office within 48 hours of employee's notice to supervisor.

(3) Personnel Office will schedule an exit interview with employee between the date termination notice is received and the last date of employee's employment. Supervisor will permit exit interview to be scheduled during employee's normal working hours.

b. Without Notice

(1) If employee does not report to work for two successive days without permission or without notification to supervisor, it will be determined that the employee has in fact terminated his employment with the College.

(2) Supervisor will notify the Personnel Office on the Termination Form immediately after the second consecutive day of unexplained absence.

(3) Personnel Office will confirm the termination to employee in writing.

c. Quit on the Spot

(1) The supervisor should respect the employee's desire to quit his job immediately. The employee should be allowed to quit for the day and go home, but the employee should be informed of the requirement to have an exit interview

with the Personnel Office. The supervisor should contact the Personnel Office as soon as possible by phone or in person regarding the action on the part of the employee. A plan of action will be developed on an individual basis for cases in this category.

10. Termination of Employee by Supervisor (Employer)

a. For Unsatisfactory Job Performance by Employee

(1) The supervisor shall take the initiative to schedule a personal conference to speak to the employee regarding the nature of the unsatisfactory job performance. During the conference, the supervisor and the employee should discuss the problem areas in detail.

(2) After the conference, the supervisor should prepare a written statement in which he outlines the job performance which is required by a specified date (employee must be given at least one week) if the employee desires to continue in his current position.

(3) This written statement should be given to the employee by the supervisor and a copy of the statement should be sent to the Personnel Office. The supervisor should give two copies of this statement to the employee and request one copy to be signed and returned by the employee to the Personnel Office. A statement such as, "I understand and agree to the terms of this letter," could be placed at the end of the written statement for certification by the employee.

(4) At the completion of the probationary period, the supervisor should schedule a personal conference with the employee to discuss his performance during this period. If the supervisor believes that the employee will not be able to perform in a satisfactory manner in his current position, the supervisor should inform the employee during this conference that he will be terminated. The supervisor should immediately contact the Personnel Office regarding the fact that the employee will be terminated. The Personnel Office will immediately schedule an exit interview with the employee and will prepare an official termination letter to be mailed to the employee.

b. For Reasons of a Serious Nature (such as a criminal act)

(1) If the supervisor believes that an action of an employee is of a serious nature, the supervisor should immediately

suspend the employee and send him home for the remainder of the working day with instructions not to return to work until contacted by the supervisor.

(2) The supervisor should contact the Personnel Office immediately by phone or in person to review the situation. A plan of action will be developed on an individual basis for cases in this category. Any employee who is suspended for reasons of a serious nature may be terminated immediately by the College.

c. For Other Reasons

(1) Supervisor will inform employee of his termination during a personal conference in which the reasons and the effective date of termination are presented. Employee must be given a minimum of two weeks' notice prior to the actual termination date.

(2) After the personal conference, the supervisor should prepare a written statement regarding the reasons and the effective date of the termination and give two copies of the statement to the employee. The employee should be instructed to sign one copy of the statement and return it to the Personnel Office. The supervisor should send a copy of the employee termination letter to the Personnel Office immediately.

(3) Personnel Office will schedule an exit interview with employee between the date that the termination notice is received and the last date of the employee's normal working hours.

11. Appeal Procedure

A non-academic employee against whom dismissal procedures have been taken has the right of appeal to the President or the Executive Vice-President. The appeal must be submitted in writing within five working days of the date of dismissal.

12. Personnel and Business Related Items

The Personnel Office will be responsible for contacting the Business Office regarding the amount of vacation pay which should be included in the employee's last pay check. Every employee who terminates his relationship with the College for any reason will be eligible for the vacation days which he has earned. There will be no severance compensation unless the College desires to terminate an employee without a two-week notice. The maximum severance compensation will be for two weeks, but there will be no severance pay for an employee who has been terminated by the College for reasons of a serious nature.

The Safety Department will be contacted during the actual exit interview to determine if the employee must report to their office to return keys, identification cards which include the BSC, ID card, and cultural events card. The library and post office will also be notified of all terminations.

Termination Form

I would like to report information which affects the employment status of

________________________ who is an employee in
Name of Employee

- ____ Baugher Student Center
- ____ Dining Hall
- ____ Jay's Nest
- ____ Maintenance and
- ____ Residence Cleaning
- ____ Safety Department
- ____ Other

(Please check the appropriate blank)

On ________________________, the employee has
Date action occurred

_____ (A) indicated his intention to voluntarily terminate employment

effective ____.
Last date on which employee will work

_____ (B) has been absent from work on the following dates: ____________________
List exact dates
__________________________ without permission and without

notifying the College. Therefore, it is determined that the

employee has in fact terminated his employment with the College.

Additional Comments by Supervisor

____
Signature of Supervisor

____
Date Signed

V. THE PROGRAM

A. The Residential College: Academic Matters

The primary mission of Elizabethtown College is to provide an educational program in which liberal and career studies are held in balance and mutual support. A secondary purpose is to provide continuing education opportunities of both a traditional and non-traditional kind.

The total program is intended to encourage a general knowledge of self and the world, social, cultural, and scientific, and to develop a degree of expertness in a specific field of knowledge.

Elizabethtown College offers two degrees: Bachelor of Arts and Bachelor of Science. A variety of major field studies lead to these degrees.

The principal career-oriented fields are:

1. Business (accounting, business administration, and chemical management).
2. Education (business education, comprehensive social science education, early childhood education, elementary education, general science education, and music education).
3. Health professions (health care management, medical technology, music therapy, and occupational therapy).
4. A Social Work program is being developed.

Students may also begin preparation for careers in engineering, forestry, medicine, ministry and nursing.

Academic majors are provided in the following fields:

Biology
Chemistry
Communication Arts
Economics
English
History
Mathematics
Modern Languages
Music
Physics
Political Science
Psychology
Religion & Philosophy
Sociology

1. College Convocations

The purposes of Elizabethtown College Convocation programs are:

a. To provide a common unifying experience of a cultural nature for the total College community.

b. To bring to the campus outstanding representatives from the several arts and sciences to present discussions of issues and to perform their arts.

c. To stimulate student and faculty interest in a broad liberal education.

Required Convocations may be held at intervals throughout the academic year for the total campus community. These shall be compulsory Convocations which are necessary to the ongoing life of the institution, and those which present particularly distinguished persons or groups.

These required Convocations will be announced for each semester by the Office of the President, will take precedence over other College activities, and will be held at a time when, and in a place where, all members of the College community may attend.

In addition, the College will provide a varied program diet in the arts and sciences throughout the year.

2. Academic Advising

a. Purpose. The purpose of academic advising is to assist the student to state academic goals which are meaningful to him. All freshmen are assigned to the Counseling Center after participating in summer orientation sessions. When a student has articulated his goals in terms of academic major, he is then assigned to that academic department. If the student changes his mind or becomes uncertain, he should be transferred again to the Counseling Center.

b. Counseling Center. The Counseling Center is where a student may discuss and explore freely, in confidence, any problems or feelings that are important to him. These concerns may be "talked through" with a trained counselor who may not directly advise but will help the student make a decision based on his own insight.

Counseling is a process by which a student is helped to understand, accept, and utilize his abilities, aptitudes, interests, and attitudinal patterns in relation to his aspirations. The purpose of counseling is to help the student grow in this self-understanding so that he can make more realistic decisions that will affect both his immediate and future life.

Thus the primary goal of counseling is to free the student of his limitations and identify his potentialities through self-realization and self-direction.

c. Academic Advising of Majors. The department is provided with information regarding each student, a form for recording progress, and an envelope for filing. Each major adviser should maintain adequate records in order that such advising may be soundly based. If a student should decide to change majors, this record should be transferred to the Counseling Center.

It is important that the adviser be available during regular office hours and that these hours be made known to advisees. It is expected that an adviser will learn to know, take a personal interest in, and generally counsel advisees.

d. Statement Regarding Bachelor of Science and Bachelor of Arts Degree. If a student at Elizabethtown College majors in English, Psychology, Sociology, History, Music, Political Science, Modern Languages, Forestry, Religion and Philosophy, Communication Arts, or Engineering, he will receive a Bachelor of Arts degree upon a satisfactory completion of the degree requirements. An Elizabethtown College student who majors in Accounting, Business Administration, Economics, Business Education, Elementary Education, Biology, Chemistry, Forestry, General Science, Mathematics, Medical Technology, Occupational Therapy, Physics, Music Education, Music Therapy, and Comprehensive Social Science will receive a Bachelor of Science degree upon a satisfactory completion of the degree requirements. The degree that a student receives at graduation is determined exclusively by his major field of study with four exceptions. A student who is a Forestry, Economics, Sociology, or Social Work major may receive either a B. S. or B. A. depending upon his area of concentration.

There are a few basic differences between a Bachelor of Arts and a Bachelor of Science degree. A student who receives a B. A. degree must complete the 202 level of a language or its equivalent plus at least three semester hours of mathematics or logic. A student must complete at least six semester hours in mathematics to receive a Bachelor of Science degree.

An appeal by an individual for a second bachelor degree may be considered by the Academic Standards Committee on its own merits.

3. Registration and Preregistration

a. Preregistration. Preregistration usually occurs during the first full week in May and December for the fall and spring semester respectively. The exact dates for returning the course request cards, making adviser appointments, changing courses, etc., are given to each student with complete instructions approximately one month prior to preregistration. Late return of course request cards is reason for a $10 fee.

When completing the course request card, the student must make certain that he has used the correct code number on the schedule for each section chosen. This code number is the most important item on the card.

After a student has reached Junior status, he must complete a card at each fall preregistration period indicating the date and conditions of his intended graduation.

Students who do not preregister at the scheduled times are not guaranteed residence hall rooms or classroom space and may delay or forfeit their continued acceptance as a student.

b. Final Registration. Final registration for the fall semester is held on the Wednesday preceding the opening of school. Second semester registration is held on the Monday preceding the start of the second semester.

There is a $10 late registration fee for registering after the announced deadlines Registration cannot be completed until all financial obligations have been fulfilled or until satisfactory arrangements have been completed with the Business Office.

c. Change of Registration. After course request cards are returned in May, students are allowed to change their schedule without charge until August 1, subject to space availability. Changes involving an add only or a drop and an add are subject to a $3 fee up to and including the Friday of the first week of the semester.

After the course request cards are returned in December for spring preregistration, students may make course changes without charge up to and including January 10. The $3 fee also applies after this date until the Friday of the first week of the spring semester.

After four weeks the student must obtain his adviser's signature for all course changes which are made in the Registrar's Office.

d. Dropping and Adding Courses

(1) Courses may be dropped until the end of the fourth week and until the end of the eleventh week by completing the appropriate drop form in the Registrar's Office. A student may not enroll in a course after the first week of classes.

(2) Students may drop a course after the fourth week and until the end of the eleventh week by completing the appropriate drop form in the Registrar's Office. A grade of W will be recorded if the student has a passing grade at the time of withdrawal. A W/F will be recorded if the student is failing the course at the time of withdrawal. A grade of W/F will be given automatically for all courses dropped after the eleventh week of the semester.

The official date of dropping a course is that date on which the form is returned to the Registrar's Office with the appropriate signatures. A student is not withdrawn from a class simply by discontinuing attendance. Failure to attend class and/or take examinations may be considered by a professor as sufficient reason to record a grade of F for the registered course.

4. Repeating Courses

Ordinarily a student may not repeat a course in which he has earned a grade of D. However, on the approval of the student's adviser, the chairman of the major department, and the Dean of the Faculty, a student may repeat a course in his major department or a course required by his major.

When repeating a course in which an F or D was obtained, the student must fill out a form in the Registrar's Office at the start of the semester. Failure to do so results in these credits being duplicated with a resultant decrease in the quality point average. Courses failed at Elizabethtown College may not be repeated at another institution without special permission from the Dean of the Faculty.

5. Grades, Reports, and Transcripts

a. Grade Reports. Grade reports are sent to the parents of students under the age of 21. Requests for exceptions to the above must be directed to the Registrar's Office.

Questions concerning a grade or an average should be called to the attention of the professor and/or Registrar immediately. No change will be considered later than 1 month after the grade report was issued.

b. Mid-Term. Mid-term grade reports are not issued. However, all students having earned a D or F at that time will be notified so that they may counsel with the instructor and/or adviser for aid in improving this grade. Notification is also sent to the parents.

c. Incompletes. A grade of I (incomplete) may be obtained by making formal request to the professor of the course in question. A written agreement must be signed by the student and professor which includes the nature and quantity of work to be completed and the projected date of completion. All I grades must be removed by April 1 for those received in the fall semester, and by October 1 for those received in spring and summer. Failure to do so will result in a grade of F being recorded.

d. Transcripts. Two transcripts are issued free to all students while in regular attendance, and two after graduation. Additional copies are $1 each.

Summer Session students, who are not regular Elizabethtown College, students are allotted one free transcript each term attended.

During the senior year, transcripts requested through the Placement Office to accompany placement applications are also free.

Transcript requests should be in writing on the form available in the Registrar's Office.

Although transcripts are always issued as soon as possible the request must be in the Registrar's Office a minimum of one week prior to the date needed.

Transcripts for work taken at other institutions to be transferred to Elizabethtown should be forwarded to the Registrar's Office as soon as practical. It is the student's responsibility to request them and the transcript must come directly from the other institution.

e. Academic Integrity. When an instructor suspects academic dishonesty, he will normally counsel with the student, department chairman, and Dean of Faculty.

When the instructor has ample evidence to prove cheating (i.e., giving or receiving unauthorized information) on a test consuming at least a one-hour period, or plagiarism (i.e., taking and using the ideas of another without acknowledging the source*), he can take action against the student. The student can expect this action to be the grade of "F" in the course.

The student who believes he has been judged wrongly may take his case to the Appeals Board.

f. Statute of Limitations on D and F grades. After an absence from Elizabethtown College for three successive calendar years, a student may apply for readmission to Elizabethtown College with the assurance that F grades will not be counted in his cumulative average. Further, the student must repeat D grades in his major field and may elect to repeat other D grades, or have them stand for credit as originally intended.

6. Independent Study.

It is recommended that Independent Studies be divorced from the calendar and regulations concerning student overload. They shall be permitted to begin and end at any point in time mutually agreed upon by the student, the instructor, the department chairman, and the Independent Study Committee Chairman. The student shall register the course with the Registrar for the semester during which he intends to complete the study.

Since Independent Study is not tied to the academic calendar (see College Bulletin, p. 134), and may be begun or completed at any time, the student's sponsoring professor will retain the original copy of the Application Form until such time as the student decides to register the course with the Registrar's Office. Registration will take place at the beginning of the semester during which the study is to be completed (see Bulletin, p. 134). When the student has notified the professor of his intent to complete the study the professor will forward the Independent Study Registration Form to the Registrar. He will retain the Application Form for his own files. The new forms will be available at the Registrar's Office.

The number of credit hours to be assigned to an Independent Study is variable and should be determined by the faculty member and the student involved.

7. Academic Probation

a. Academic Difficulty. All students with a cumulative average of less than 2.00 are in academic difficulty and it is recommended that the student limit himself to a 15 semester hour load during the succeeding semester.

b. Academic Probation. It is recommended that a student on academic probation limit himself to 13 semester hours. Probationary status is determined as follows:

Semester Hours Completed	Quality Point Average
1 - 18	Less than 1.50
19 - 36	" " 1.80
37 - 54	" " 1.90
55 - 72	" " 1.95
Over 72	" " 2.00

Students in academic difficulty are not given permission to take work at another institution as this would not improve their cumulative quality point average at Elizabethtown College.

c. Severance from College. A person on academic probation for two successive semesters is dropped from the College. (This student will have received three successive semester reports with cumulative averages at the probation level.) A student who has been disqualified under the above regulation may apply for re-admission after 1 year. It is expected that this student will have reached greater maturity and found motivation for educational achievement. Requests for re-admission should be directed to the Director of Admissions.

8. Withdrawals and Student Leaves of Absence

Students withdrawing from College for reasons other than academic dismissal or graduation are required to file a withdrawal form with the Counseling Center. A copy of this form can be found in Appendix A. The date of withdrawal will be determined at the time the withdrawal form is completed and returned to the Counseling Center.

Students also have the option for taking a leave of absence from the College for another academic program or a leave of absence without engaging in any other additional programs. Copies of these leave forms can be found in Appendixes B and C respectively.

Failure to give any notice of withdrawal will result in an "unofficial withdrawal." Refunds, transcripts, and recommendations will be withheld by the College until an official withdrawal or leave of absence has been obtained.

The following are the procedures and guidelines agreed upon for withdrawals:

a. General Guidelines

(1) All new incoming matriculated students will be canceled by the Admissions Office.

(2) All social and disciplinary drops will be initiated by the Office of Student Affairs.

(3) All academic drops will be sent from the Office of the Dean of the Faculty.

In the above three cases the notice will be sent directly to Data Processing by filling out the appropriate information in the Student Severance Notice.

(4) All other student withdrawals, not falling into one of the above categories, will be implemented by the Counseling Center.

b. Full-time Students Who Have Not Pre-registered. Full-time students in the fall semester who have not pre-registered by the deadline in December will be sent a letter by the Registrar's Office stating that they (the student) should either pre-register or officially withdraw from the College through the Counseling Center by the Friday following their return from Christmas recess. Those failing to implement one of the two options above will be sent a letter from the Counseling Center unofficially withdrawing them from college. If they should want to return at a future date, they should apply for readmission through the Admissions Office. Copies of the letter will be forwarded to the Admissions Office.

Full-time registered students in the spring semester who have not pre-registered by the deadline in May will be sent a letter by the Registrar's Office stating that they should either pre-register or withdraw from College through the Counseling Center by June 1. Those failing to have met one of the above options will be sent a letter from the Counseling Center unofficially withdrawing them from college immediately following June 1.

c. New Students. All new incoming students who inform the College that they are not coming should be referred to and canceled by the Admission's Office. New students who are "no shows" will also be canceled by the Admission's Office.

d. Feedback to High School Guidance Counselors Concerning Student Withdrawals. Information about student withdrawals fed back to Guidance Counselors is the responsibility of the

Admission's Office. It is felt that this information should include only those students in whom both Admissions and high school counselors have exceptional interest (i.e., merit finalists, valedictorians, etc.). In so far as possible (safeguarding confidentiality), the Counseling Center will give added information to Admissions when requested.

9. The Summer Session

The summer session is an integral part of the College program and is operated through the regular administrative channels. Faculty members teaching in the summer either receive a comprehensive contract for the calendar year or a supplemental special contract covering summer teaching only.

a. Administration. The Registrar or Director of Summer Session of Elizabethtown College directs and administers the annual summer session. He in turn is responsible to the Dean of the Faculty.

b. Appointments. Summer session instruction at Elizabethtown College is not normally a part of the faculty members' contract for the regular academic year. Upon the recommendation of the summer session director, the Office of the President will issue the contracts for teaching such courses as they are required.

(1) When it has been decided that a course will be offered, the Director will consult with the Department Chairman regarding the availability of a qualified person to teach it.

(2) Taking into account the cycle of summer school teaching by qualified personnel, the Chairman will recommend to the Director who should teach the course.

(3) If there is no one on the present faculty qualified or available, the Chairman should inform the Director of this fact. He is encouraged to make suggestions regarding available instructors for the course, but should make no verbal or written commitment. Upon the Chairman's recommendation and the approval of the Dean of the Faculty, this person will receive a contract from the Office of the President.

(4) If there is no one in the department available or qualified, and if the Department Chairman has no other recommendation, the Director will take whatever means are necessary to obtain an instructor. This person will have the approval of the Department Chairman and the Dean of the Faculty at the time of the first contract.

(5) All contracts are issued by the Office of the President of the College.

10. Class Sizes in Summer and Evening Sessions

The following statements will serve as a guideline for the handling of classes in evening and summer school sessions in which there are fewer students than previously established minimum* numbers of students enrolled.

a. Classes in evening school and summer school which enroll fewer than the previous number allowed to run a class may be permitted to operate provided the total number of such classes is 10% or less than the total number of classes operating for that particular evening school session or summer school session. Under no circumstances will a class run which enrolls less than 3 students.

b. If greater than 10% of the classes for a given session have fewer than the minimum number of students enrolled to run those classes, the elimination of such classes will be on the basis of those having the fewest enrollees until the number of classes running falls within the guideline of 10%.

c. In using the 10% guideline, a fraction of a class which might be allowed will be considered as permitting the class to operate. For example: out of 25 scheduled classes, three of these could run on the basis of guideline a.

d. Review of the finances for each session shall be made to determine the fiscal viability of such a policy.

e. The classes of less than minimum numbers normally expected, and which are designated to run in any given session, shall be made by the Registrar.

f. The fiscal viability of each session shall be made by the Business Manager.

g. The Executive Vice-President, the Dean of the Faculty, the Director of the Center for Community Education, the Registrar, and the Business Manager shall all be informed of:

    (1) Classes operating with fewer than the minimum number within four weeks following the session underway by the Registrar.

    (2) The figures on tuition [illegible]

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*The minimum number of students for purposes of class size is currently (1973-74) established at eight.

(2) The figures on tuition receipts less cost for a given session within four weeks after the close of a given session by the Business Manager

h. A faculty member teaching in the above courses operating with fewer than the normal expected enrollment shall be paid the contract amount for a class of normal size, but additional students from other programs may be added to the class upon the discretion of the Registrar, after the determination under guideline a has been made.

i. The above procedure will be reviewed each year in June. Any changes in procedure will be initiated by the Executive Vice-President of the College upon the recommendation of any of the officers identified in item g.

11. Faculty Evaluation

Faculty evaluation is a constant process involving students, department chairmen and other faculty, and the Dean of the Faculty. The procedure is presented in detail in the Constitution of the Community Congress.

12. Credit by Examination

Any student regularly admitted to the College has the right to request to be examined for credit over any course in the catalog. In order to be given this right, the student must present an authorization form from the Registrar's Office (stamped by the Business Office) to the faculty member before the examination.

The faculty member should cooperate by giving the student a syllabus of the course and other recommendations. The examination should be comprehensive in nature and may take any form that the faculty member chooses. The faculty member will receive $10 for each examination.

The result of the test should be reported immediately to the Registrar's Office.

13. Tutorial Courses

Tutorial courses are regular catalog courses not regularly scheduled as a class during the time requested by the student. Pay to faculty for tutorial services is 75% of the existing tutorial rate for one or more students until the total remuneration reaches the equivalent of the part-time pay for that faculty member's rank.

14. Field Trips

Field trips are defined as off-campus visits of classes or groups for educational purposes related to specific courses. When they involve absences from classes, they should have educational values equivalent to or better than the class or classes missed.

Participation in field trips may be required when published as a course requirement in college publications. In other cases, participation is voluntary on the part of students and expenses, including transportation, are to be shared by those who participate. Those who do not take part are to be given suitable assignments.

A field trip should be approved by the Department Chairman during the planning stages of a course and notification should be sent to the Dean of the Faculty at least one week in advance. Teachers are encouraged to avoid scheduling trips late in any semester or at other times when student stress is high.

The teacher sponsoring the field trip shall require all students participating in a field trip to make suitable arrangements directly with the faculty teaching the students' other classes. Such faculty may assign makeup work to students who miss class in order to attend a field trip.

Automobile insurance must be carried in order to protect both the student, the faculty sponsor, and the College.

a. Each student or faculty member who is requested to use his car for the transportation of students on college-sponsored events shall carry the state legal requirement of $10,000/ $20,000 and $5,000 property damage insurance.

b. Each student or faculty member who is requested to use his car shall file with the Treasurer's Office a statement from his insurance carrier indicating that he is covered by the insurance as set forth in "a."

c. Collision insurance is optional. Should a student or faculty member elect to carry collision insurance, either $50 or $100 deductible, and should said student become involved in an accident where damage to his car is in excess of the deductible, the College will share his deductible loss on a 50-50 basis. Should the student not elect to carry collision insurance, the College will assume no responsibility in losses incurred to the student's car.

d. Arrangements for use of students' cars will be authorized by the faculty advisers or coaches involved in the activity.

15. Commencement

All members of the faculty and administration are expected to participate in the Spring Commencement program each academic year. All full-time personnel directly related to the academic program of the College and graduating students will appear in academic regalia signifying their highest earned or honorary degree.

Informal commencement programs are carried out in Winter and in August. Attendance at these is by invitation.

Permission to be absent from these commencements must be obtained from the Office of the President.

Primary responsibility for the arrangements for commencements rests with the Faculty Marshal whose duties include the following:

a. The Faculty Marshal conducts the rehearsals prior to the academic occasion. In this connection he works with the Office of the President in the advance planning for the various routines and procedures.

b. He works with assistant marshals as he needs.

c. In consultation with the Office of the President, he determines the amount of seating needed and the location of various groups to be seated.

d. He arranges the order of personnel in the various groups constituting the processions.

e. The Marshal leads processions and directs the seating of those in the processions, including the platform party and assists in the conferring of degrees, both in course and honorary.

16. Honorary Degrees

Honorary degrees are a means whereby a college or university can recognize scholarly and professional achievement. They are also a means whereby an institution can bring favorable attention to itself. The following procedures are intended to serve these purposes:

a. In lieu of formal education, the nominee shall give evidence of scholarly achievement.

b. He shall have achieved outstanding professional success conceived in the broadest sense of the word.

c. He shall have a sympathetic interest in Elizabethtown College, its program and its purpose.

d. Normally a member of the Board of Trustees or of the faculty shall not be eligible for consideration.

e. Nominations shall be presented in writing to the President of the College, who will present them to the bodies mentioned hereafter.

f. Nominations will be submitted to the Academic Council for reaction, after which they will be presented to the Academic Affairs Committee of the Board of Trustees, which will take final action on the recommendation of the Executive Committee.

g. No honorary degrees shall be conferred in absentia.

B. Center for Community Education

1. General Policies

Continuing education involves educational opportunities in areas other than the regular full-time residential college program. These areas include the University Center at Harrisburg, the Industrial Relations Institute, and other seminars, workshops, and institutes sponsored by the College. In conducting seminars, institutes, and workshops under the continuing education program the following points serve as policy for the organization and remuneration of such programs:

a. The Director or authorized organizer of any program or plan presenting seminars, workshops or courses of study shall designate fees of sufficient amount to meet all expenses for the offering. These expenses will include salaries both full and part-time, consultants, student assistants and secretarial services, supplies and any other identifiable expense which can be directly attached to that offering. For continuous programs the calculations will be made on a semester basis rather than a single unit basis. In all cases a minimum of 30% overhead is to be considered an expense for the offering or program.

b. The following guidelines will be used unless revised by the Executive Vice-President of Elizabethtown College in consultation with those he considers to be involved in the program:

(1) A fee for any offering shall be charged for each offering which will cover the expenses identified in paragraph a.

(2) A report on a single seminar shall be made by the Director of the seminar or by the authorized organizer to the Director of the Center for Community Education spelling out the income and expenses for the offering. In the case of continuing programs of seminars the report shall be at the conclusion of each semester rather than at the end of each seminar.

(3) The remuneration to the college staff organizer of any seminar, workshop, or special course under Continuing Education (or in the case of over-subscribed seminars beyond and above the regular program assigned on a contract basis) shall be $12 per seminar hour. This same administrative remuneration will be allowed on original or on repeat offerings. The distribution of this above remuneration may be spread out to other colleagues by the organizer, but the intent of the organizer is to be reported to the Director of the Center for Community Education before the offering is in operation.

(4) In the case of over-load seminars the remuneration to any staff member conducting the actual class session(s) shall be $20 per hour for lecture, demonstration, or discussion.

(5) The remuneration for outside consultants shall be no more than $50 per hour. It is assumed that the consultants used will in general serve for less than this amount, but the controlling factor will be the effectiveness of the program within the guidelines provided in items b (1) and b (6).

(6) The College shall receive no less than a 30% overhead based on the income from a given offering (or in the case of continuous programs and offerings, the planning should be such that extra or overload seminars carry a much larger overhead calculation in order to offset the deficit normally carried by the College on a regular contract basis, for example, the Industrial Relations Institute where the income for the regular seminars do not meet the expenses involved for the program).

(7) Overload compensation for seminars operating above and beyond those designated in a year's contract program (such as the one operated by the Community Relations Division) shall be made upon the conclusion of the contract program for the year, but no later than June 15 each year. In case the regularly scheduled contract seminars do not run and must be canceled, then the overload seminars

shall be substituted for them on an hour for hour and fee for fee basis until the expected regular load assigned for the contract has been met.

(8) This policy will be reviewed in June of each year. Suggested changes may be made by interested parties, and then the Directors of programs coming under this policy will meet with the Dean of the Faculty and the Executive Vice-President of the College to work out a mutually acceptable revision.

2. Evening Session

The Evening Session is an integral part of the College program and is planned by the Registrar of the College. Course offerings and procedures are determined by the demands of the community constituents who find the evening schedule the only avenue open for continuing their education in traditional course work. Traditional course work offered for the wider community will operate in the evening if the class enrollment is of such size as to make it fiscally viable not counting the day school student registrations.

3. Campus-Free Division

Within the framework of the Campus-Free Division, the CCE offers the following degrees: Bachelor of Liberal Studies (B. L. S.), with a major in a concentration normally associated with the arts; Bachelor of Professional Studies (B. P. S.) with a major in one of the sciences or professions; Bachelor of Business Administration (B. B. A.); Bachelor of Technology (B. T.) with a major in a technical field representative of the candidate's competence; Associate of Arts (A. A.); Associate of Science (A. S); and Associate of Technology (A. T.).

The division also evaluates and approves for college credit various in-house educational programs offered by industry, business, state government and other agencies.

The purpose of the division, according to CCE founders, is "to formulate in positive terms, for the purpose of learning, such facets of modern society as technology, travel and job mobility, just as the residential college emphasizes residence as a positive value of learning.

"These characteristics of the new society are utilized to achieve some of the recommendations of the Carnegie Commission report of January, 1971, Less Time, More Options. The proposed 'flow of education' with such options as 'stop out,' 'service experience,' 'certification of competence,' and 'achievement testing' can be quite different from the more traditional approach.

"The Campus-Free Division is organized to give maximum attention to the total learning needs of this different student. The goal is not unlike the goal of the residential college in which residential arrangements are viewed properly as educational, and in which the goal is likewise to meet the total learning needs of the student. The one option utilizes the facilities of the campus and the other option those of the community at large."

There are basically two types of program: one in which classes are of the traditional nature--similar to those of the residential college--and another in which the learning experiences are non-traditional and in which there is maximum flexibility for mature students of varying abilities to achieve required levels of competence.

The student in the latter category, normally a mature individual who already has achieved success in a given field but seeks a college degree, may earn the credits required for graduation in a variety of ways. However, all approaches must be evaluated and approved by the student's "Admission-Consultative-Evaluation Committee" (ACE), which is composed of two faculty, two public members and the CCE director.

The faculty represent the student's major area and a non-related academic discipline and the public members normally are his employer and another person chosen by the student.

Almost any experience can serve as a possible source of credit. Common sources are courses at a residential college like Elizabethtown; courses at a non-residential college like the University Center at Harrisburg, a consortium of which Elizabethtown is a member; work experience; tests like those of the College Level Examination Program (CLEP); travel; in-house courses; and workshops and seminars.

The College's function, which is implemented through the ACE, is to evaluate the student's record, plan his program of study and then make a decision as to whether he has earned a degree. For this service, the college charges $750, which covers only the administrative costs. All other expenses the student incurs in his pursuit of a degree are additional.

An advisory council of 24 persons, 10 of them from the general public, advises the director of CCE on personnel, program and candidates for graduation. Members are appointed by the president of the College and approved by the Board of Trustees and Associates.

4. The Community Relations Division

This division prepares program for institutions, agencies, business, and industry to meet their specific needs. Normally, the director works closely with those to be served in structuring the program. In delivering the program, the College employees persons who can do the requested type of instruction. Instruction may take place at any location.

5. Golden Age Evening Registration - (55 and over)

A fee of $5 will be charged with tuition waived. The "Golden Ager" would be considered as auditing the course.

Classes will be selected by the registrar in cooperation with the appropriate instructor. Only these classes would be advertised as open to Golden Agers.

No records will be kept.

No one of the Golden Agers attending classes would be counted as a part of a faculty load. Consequently the instructor is not obligated to give and grade tests and papers.

This opening of selected classes to Golden Agers is on a trial basis of two semesters only.

6. The University Center

a. A Statement of Objectives. The University Center at Harrisburg was established to meet the educational needs of a specific community. The founding incorporators were the officers of five cooperating educational instutions and representative citizens and leaders of the Harrisburg area. Prior to the incorporating of the University Center, all five educational institutions had been giving educational services to the area in a variety of extension courses. With the formation of the University Center in 1958, a closer co-operation between the colleges and universities was possible, and a better organized curriculum and enlarged roster of courses were offered to the public.

The intent of the University Center has been to offer approved academic courses which would meet the needs of the community. The course offerings on the undergraduate level have shown a specific interest in the liberal arts, but have allowed for the interest of the Harrisburg area in professional education in business, teacher certification, and engineering. The graduate courses offered by the three co-operating universities have given students an opportunity to pursue a master's degree program in education and governmental administration. The educational needs of the community in the dimension of informal and unit courses have been met by an extensive continuing education program.

The educational objectives of the University Center at Harrisburg may be stated as follows:

(1) To provide an opportunity for qualified young people and adults to pursue their adventure of a liberal education within a commuting distance of their home.

(2) To give direction and guidance to those students who indicate a desire and the ability to go on to advanced studies.

(3) To encourage and enhance the improvement of the total educational achievement of the citizenry of the Harrisburg area.

(4) To help in the training of well-informed, intelligent and responsible citizens, qualified for leadership in the community, state, nation, and the world.

(5) To provide professional and technical courses which will meet the growing needs of industry, business, and professional groups within the Harrisburg area.

(6) To foster an educational program which is concerned with the whole man: his appreciation of the beauty in the fine arts through literature and music, his understanding of the physical world through science, his insight to the dynamics of society through the social sciences, his role in the moral universe through philosophy and religion.

b. Administration

The University Center at Harrisburg is one of the unique educational facilities in the United States called a consortium. A consortium is a pattern of organization in which two or more educational institutions co-operate to meet the special academic needs of a given geographical or population area.

The two liberal arts colleges and the three universities cooperating in the University Center provide a special source of educational competency for persons desiring to continue their higher education on a part-time schedule.

c. Courses and Faculty Personnel

Course offerings are chosen from the catalogues of the co-operating institutions.

Elizabethtown College courses are numbered in 100, 200, 300, 400 series in the following subjects: Accounting, English, Business, Religion, Music, Art, and in some Psychology, Mathematics, and Anthropology courses.

Lebanon Valley College courses are numbered in 100, 200, 300, 400 series in the following subjects: Biology, Chemistry, Education, Physics, Psychology, Sociology, History, Philosophy and Foreign Languages.

The Pennsylvania State University courses are in the following subjects: Mathematics, Economics, Political Science, Geography, Individual and Family Studies. The Mathematics courses are numbered 5-151.

The graduate and advanced courses are identified with the particular university.

The teaching staff of the Center is made up of faculty members from the five participating institutions.

d. Address:

Director
University Center
2991 North Front Street
Harrisburg, Pennsylvania 17110

VI.. ELIZABETHTOWN COMMUNITY

A. List of Churches

1. Protestant

The Alliance Church
153 E. High St.
Elizabethtown
Rev. Ernest S. Grames

9:15 a.m. - Sunday School
10:30 a.m. - Worship

Approx. 4 blocks.

Brethren in Christ Church
Arch & Hanover Sts.
Elizabethtown
Rev. B. E. Thuma

9:30 a.m. - Sunday School
10:30 a.m. - Worship

Approx. 3 blocks

Church of God
Old Hershey Road
Elizabethtown
Rev. David K. Trask

9:45 a.m. - Sunday School
11:00 a.m. - Worship

Approx. 2 miles

Church of the Brethren
Mount Joy & Cedar Sts.
Elizabethtown
Rev. C. Wayne Zunkel

9:15 a.m. - Sunday School
10:30 a.m. - Worship

Approx. 1 block

Christ Church, United Church of Christ
247 S. Market St.
Elizabethtown
Rev. Paul M. Eberts

9:15 a.m. - Sunday School
10:30 a.m. - Worship

Approx. 4 blocks

Christ Lutheran Church
125 E. High St.
Elizabethtown
Dr. Raymond L. Fetter
Rev. Henri Eberly

8:30 a.m. - Worship
9:45 a.m. - Sunday School
10:45 a.m. - Worship

Approx. 5 blocks

Emmanuel Baptist Church
East High St. at Beechwood Lan
Elizabethtown
Rev. Kenneth A. Estep

9:45 a.m. - Sunday School
11:00 a.m. - Worship

Approx. 5 blocks

First Church of God
S. Market & Washington Sts.
Elizabethtown
Rev. William A. Groff, Jr.

9:15 a.m. - Sunday School
10:30 a.m. - Worship

Approx. 4 blocks

Grace Brethren Church
305 Anchor Road
Elizabethtown
Rev. Warren E. Tamkin

9:30 a.m. - Sunday School
10:30 a.m. - Worship

Approx. 3 miles

Mennonite Church
South Spruce & East Bainbridge Sts.
Elizabethtown
W. L. Keener
R. H. Frank

9:00 a.m. - Sunday School
10:15 a.m. - Worship

Approx. 3 blocks

Mount Calvary Church
Hillside Ave. & Holly St.
Elizabethtown
Rev. John Fleck

9:30 a.m. - Sunday School
10:45 a.m. - Worship

Approx. 7 blocks

St. Paul's United Methodist
North Spruce & Oak Sts.
Elizabethtown
Dr. Thomas S. May
Rev. Larry D. Leister

8:00 a.m. - Worship
9:15 a.m. - Sunday School
10:30 a.m. - Worship

Approx. 6 blocks

St. Luke's Episcopal Church
211 S. Market St.
Mt. Joy, Pa.
Rev. Donald M. Whitesel

United Zion Church
S. Mount Joy & Park Sts.
Bishop Brinser Heistand

9:00 a.m. - Sunday School
10:00 a.m. - Worship

Approx. 4 blocks

West Green Tree Church of the Brethren
R. D. 3
Elizabethtown
Rev. David A. Yingling

9:00 a.m. - Sunday School
10:00 a.m. - Worship

Approx. 3 miles east of Elizabethtown

Word of Life Chapel
Bainbridge
Rev. Abram L. Gish

9:30 a.m. - Sunday School
10:30 a.m. - Worship

Approx. 4 miles

The First United Presbyterian Church
Marietta & Main Sts.
Mount Joy, Pa.
Rev. Stephen Getty

9:45 a.m. - Sunday School
11:00 a.m. - Worship

Approx. 6 miles

Donegal United Presbyterian Church
Donegal Springs Road
Mount Joy, Pa.
Rev. Robert C. Murphy

9:00 a.m. - Worship
10:15 a.m. - Sunday School

Approx. 6 miles

2. Roman Catholic

St. Peter's Catholic Church
Park St. & Cherry Alley
Elizabethtown
Rev. Joseph F. Kofchock

Sunday Masses: 9:30 and 11:15 a.m.

Weekday Masses: 6:50 a.m. - Monday, Tuesday, Thursday
4:00 p.m. - Wednesday in the Convent
8:45 a.m. - Friday
8:00 a.m. and 1:00 p.m. - Saturday

Approx. 4 blocks

3. Jewish

Ohev Shalom Reform Temple
Front and Seneca Sts.
Harrisburg, Pa.

Beth El Temple
Front and Wiconsico Sts.
Harrisburg, Pa.
Rabbi Jeffrey A. Wohlberg

Chisuk Emmuna Congregation
Fifth and Division Sts.
Harrisburg, Pa.
Rev. Philip Wittlin

Degel Israel Congregation
1120 Columbia Ave.
Lancaster, Pa.
Rabbi Jerome Dattelkramer

Temple Beth El
25 N. Lime St.
Lancaster, Pa.
Rabbi Paul Rosenfeld

Temple Shaarai Shomayim
508 N. Duke St.
Lancaster, Pa.
Rabbi Samson A. Shain

B. Banking Services

There are two banks in the community of Elizabethtown and each has two branches.

1. **Elizabethtown Trust Company**

a. Downtown Office - South Market and Washington Sts.

Banking Hours:

Monday, Tuesday, Thursday,
and Friday - 8:00 a.m. - 2:00 p.m.
Friday evening - 5:00 p.m. - 8:00 p.m.
Friday Drive-in window - 8:00 a.m. - 8:00 p.m.
Wednesday and Saturday - 8:00 a.m. - 11:00 a.m.
Drive-in window - 8:00 a.m. - 12:00 noon

b. North Office - Highway 743 North

Banking Hours:

Same as the above except in addition:

Monday, Tuesday, Thursday
Drive-in window open until 6:00 p.m.

2. **Commonwealth National Bank**

a. Downtown Office - 10-16 South Market St.

Banking Hours:

Monday, Tuesday, Thursday,
and Friday - 8:00 a.m. - 2:00 p.m.
Friday evening - 5:00 p.m. - 8:00 p.m.
Wednesday and Saturday - 8:00 a.m. - 11:00 a.m.

b. South Office - Highway 230 South

Banking Hours:

Monday and Tuesday - 10:00 a.m. - 4:00 p.m.
Drive-in window - 10:00 a.m. - 6:00 p.m.
Wednesday - 9:00 a.m. - 12:00 noon
Thursday - 10:00 a.m. - 8:00 p.m.
Saturday - 9:00 a.m. - 12:00 noon

C Public Library

The Elizabethtown Public Library is located on North Hanover Street. Members of the faculty and their families are welcome to use its collection. The library hours are:

Monday, Tuesday, Wednesday, Friday	- 1:00 p.m. - 8:00 p.m.
Thursday	- 10:00 a.m. - 8:00 p.m.
Saturday	- 10:00 a.m. - 12:00 noon

Children's Hours:

Monday through Friday	- 3:00 p.m. - 5:00 p.m.
Thursday	- 10:30 a.m. - 11:00 a.m.
Saturday	- 10:00 a.m. - 12:00 noon

D. Service and Professional Clubs

There are many service and professional organizations in the community. They include the following: Rotary, Kiwanis, Lions, Chamber of Commerce, Business and Professional Women, Soroptimist, Newcomers Club, Jaycees, Elizabeth Hughes Society.

E. Transportation

In Elizabethtown, Monday through Friday, the Penn Central Railroad provides train service to Lancaster and Harrisburg which also connects directly to Philadelphia and New York. The Conestoga Transportation Company provides bus service to Lancaster. The Harrisburg International Airport, located ten miles northwest of the borough in Middletown, serves the surrounding cities. Its two major commercial airlines, TWA and Allegheny, make connections to major cities throughout the country. Air-taxi service is also available on a limited basis. Elizabethtown has no local taxi service; however, a taxi can be secured from the airport.

F. Mail Service

The United States Post Office in Elizabethtown is located on South Market Street and window service is available during the following hours:

Monday through Friday	- 8:00 a.m. - 4:30 p.m.
Saturday	- 8:00 a.m. - 11:00 a.m.

G. Local Government

The Borough of Elizabethtown is governed by the Council-Manager type of local government by authority of State Law and Local Ordinance.

In this plan, Borough Councilmen who are elected officials, are empowered to appoint a Manager.

The Manager must have such technical and executive ability as to be Chief Administrative Officer of the Borough. He is responsible to council as a whole and his duties relate to the general management of all borough business, not imposed on other borough officials by State Law or by ordinance. Non-legislative duties and non-judicial powers of the Mayor may be delegated to the Manager with permission of Council.

The many and diversified specific duties of the Manager include: finance officer, budget director, personnel manager, public works director, public relations director, borough secretary, purchasing agent, zoning and housing code officer.

APPENDIX A

ELIZABETHTOWN COLLEGE

Withdrawal From College

Name ______________________________ Date ________________

It is necessary for me to withdraw from college because: ____________________

____

____

Please initiate your withdrawal by counseling with the following people:

Office	Signature	Date
Counseling Center		
Dean of the Faculty		
Dean of Student Affairs		
Faculty Adviser		

After you have obtained the signatures as indicated above and still feel that you want to withdraw from college, please clear your financial obligations by securing the following signatures. However, if during the counseling process you decide not to implement your withdrawal, please return this form to the Counseling Center.

Office	Signature	Date
Director of Housing		
Business Office		
Registrar		
Librarian		
Bookstore		

It should be understood that your obligation to Elizabethtown College continues until the signatures above have been secured and the completed copy returned to the Counseling Center, Baugher Student Center.

Code: ______ Student's Signature ________________________ Date __________

LEAVE OF ABSENCE APPLICATION

For Academic Program

The decision to apply for Leave of Absence status should be made during the semester before the program is to begin. When this application is approved and the off-campus experience satisfactorily completed, a student will be permitted to continue his education at Elizabethtown without interruption or the need to make application for re-admission.

Date of application ______________ Year/semester applied for ______________

Name ______________ Major ______________

Classification ______________ Cumulative average ______________

Date you desire to return to Elizabethtown College ______________

I. Indicate the nature of the proposed program:

______ Brethren Colleges Abroad ______ University of Ghana

______ Merrill Palmer ______ Medical Tech Internship

______ Accounting Internship ______ Other ______________

II. Justification of the Proposed Program (to be written by applicant).

____

____

____

____

____

____

III. Recommendation for the proposed program (to be written by the Academic Advisor).

____

____

____

____

APPROVALS

1. ______________ Academic Advisor ______ Date
2. ______________ Program Coordinator ______ Date
3. ______________ Dean of the Faculty ______ Date

When the above program has been approved by obtaining the necessary signatures, bring this application to the Counseling Center to implement your Leave of Absence from College.

APPENDIX C

ELIZABETHTOWN COLLEGE

LEAVE OF ABSENCE FROM COLLEGE

Name ____________________ **Date** ____________

I wish to request a Leave of Absence from college because: ____________________

____

____

I plan to return to Elizabethtown College on ____________________, ______

Please initiate your Leave of Absence by counseling with the following people:

OFFICE	SIGNATURE	DATE
Counseling Center		
Referral (s):		

After you have obtained the signatures as indicated above, please clear your financial obligations by securing the following signatures:

OFFICE	SIGNATURE	DATE
Director of Housing		
Business Office		
Registrar		

It should be understood that your obligation to Elizabethtown College continues until the signatures above have been secured and the completed copy returned to the Counseling Center. The effective date of the Leave of Absence will begin on the date indicated below. You have the responsibility to activate your return to college on the date indicated above by pre-registering at the proper time for the semester in which you wish to return.

Code __________ Student's Signature ____________________ Date __________

TO: Safety Department

KEY REQUEST FORM

I, ______________________________, do hereby request the following:

☐ _______ key(s) to Room # _____ located in _____________ Building.

☐ _______ key(s) to outside doors of __________________ Building.

☐ Permanent Basis

☐ Temporary Basis - Key will be returned to the Safety Office ________.
Date

If you are requesting key(s) to be used within your Department Chairman's or Supervising Administrator's area of domain (office or building in department of which you are a member), the following signature is necessary for authorization:

Date ____________________ ______________________________
Department Chairman
or
Supervising Administrator

If you are requesting key(s) to be used in another area on campus and not in the domain of your Department Chairman or Supervising Administrator, the following signatures are necessary for authorization:

Date ____________________ ______________________________
Your Department Chairman
or
Your Supervising Administrator

Date ____________________ ______________________________
Department Chairman or Supervising Administrator responsible for area in which the key is to be used

Date ____________________ ______________________________
Dean of Academic Affairs
or
Administrative Committee Member responsible for area in which key is to be used

APPENDIX E

TO: Safety Department

STUDENT KEY REQUEST

Rules for issuance of keys to students:

1. A student will be allowed to requisition a key for the maximum length of one semester only. The department chairman of the domain will authorize the primary issue and any necessary renewals for semester period only.

2. A student who has requisitioned a key is not allowed to loan that key and is responsible to supervise existing activity within the domain for which they key has been issued.

I, ______________________________, do hereby request the following:

☐ ______ key(s) to Room # ______ located in ____________ Building.

☐ ______ key(s) to outside doors of ________________ Building.

Date ____________________

____
Department Chairman responsible for area in which key is to be used

☐ Renewal of above-mentioned key - __________ to __________
Date Date

See Reverse Side

APPENDIX F

EXPENSE STATEMENT

Elizabethtown College
Elizabethtown, Pennsylvania

Reported by ____________________ Date ____________
(Should be signed by person who made the expenditures)

Address ____________________

Purpose of trip or expenditures made ____________________

TRANSPORTATION				LODGING AND MEALS			OTHER EXPENSE		
Date	From	To	Miles or Amount	Date	Place	Amount	Date	Items	Amount
		TOTAL				TOTAL		TOTAL	

EXPENSE SUMMARY

Transportation ____________________
Lodging and Meals ____________________
Other expense ____________________
Total ____________________
Less cash received by advance or other sources
Balance due (person reporting/to refund) ______

Approval ____________________
Charge Department ____________________
Itemize cash received:
____
____
____
____

AIDS FOR FILLING OUT EXPENSE STATEMENTS

1. The person who incurred expense should sign the statement.

2. Please do not pay other persons and report such payments on the expense statement. Payments to such other persons should be made directly.

3. Please summarize as indicated after the words "Purpose of trip..." To do so makes the permanent record complete and also aids in setting up the accounting entry.

4. The College pays mileage and expenses only in instances wherein an individual has been assigned in advance to carry out specific duties relating to the College effort.

5. Mileage is at the rate of 14¢ per mile, generally figured from the campus of Elizabethtown College. It is suggested that trips made by individuals in excess of a radius of 200 miles be taken via public transportation.

6. College representatives are to pool travel wherever possible. In instances wherein individuals do not desire to pool transportation mileage is paid to one automobile driver o

7. Turnpike and parking fees shall be reimbursed.

8. The College pays direct trip mileage only. Mileage is not paid for personal side trips or for any personal use of automobiles while on assignment.

9. Taxi fares are not paid in addition to automobile mileage. Taxi fares will be paid in instances wherein an individual has used public transportation to reach his destination.

10. Individuals using public transportation such as bus, plane, or train are remunerated at the actual fare. In instances of trips exceeding twelve hours or requiring overnight travel individuals should consult with the Department Chairman concerning reimbursement before the proposed trip.

11. The actual cost of meals including reasonable tips during an off campus assignment will be paid by the College.

12. Hotel bills at actual cost will be paid. College representatives are expected to be prudent in choice of hotels and rooms.

13. Hotel, transportation, meals, and other expenses will not be paid for wives, husbands, or children attending conferences or assigned meetings with staff members. In instances where the above accompany assigned personnel reimbursement will be figured at the minimum rates for one individual.

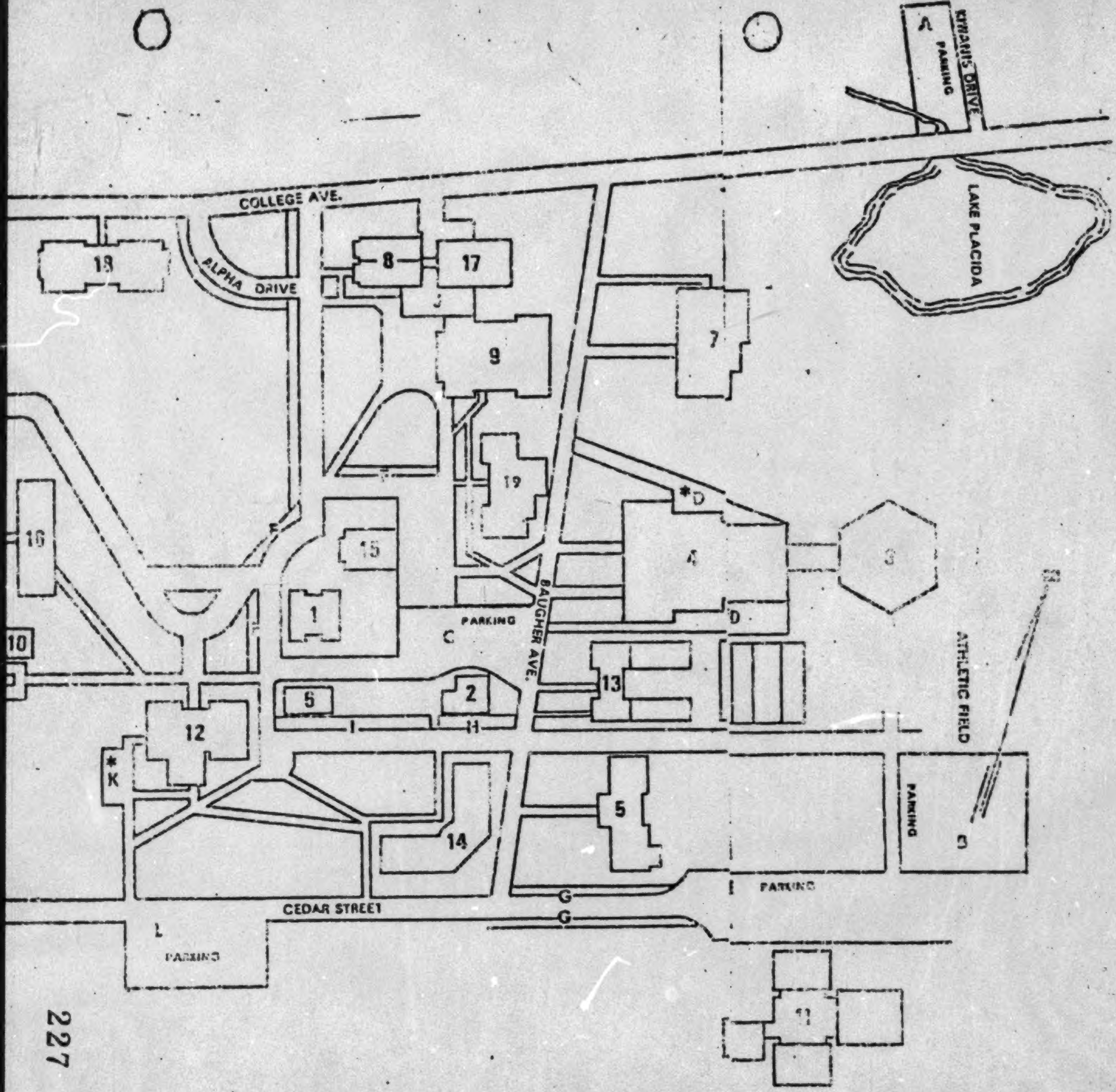
14. To save embarrassment and for the protection of all involved, expense vouchers should be presented in detail at the time of request for any payment from the College.

15. The words "Less cash received by advance or other sources" mean money advanced by the Treasurer before taking the trip or donations or payments toward expense and retained by the person reporting. For money received from sources other than the Treasurer, please summarize the sources and amounts at the right under the words "Itemize cash received".

16. Trips to and from downtown businesses and the Elizabethtown train station shall be reimburs at the rate of 70¢ per trip when using private vehicles. This payment shall be made to individuals who make such trips on a regularly scheduled basis as a part of their job description.

17. Our general insurance carrier demands that when individuals are requested to use their personal cars on College business for which they receive an expense allowance, the College should be sure that the primary car has the State required insurance. The carrier further recommends that the owner should carry insurance of $25,000 for property damage and 100/300 for public liability. In some instances our basic requirement is that the insurance be at least the legal minimum which now is $5,000 for property damage and 10/20 for public liability. Students without insurance may not be permitted to use their cars. Students must file, at the direction of the Administrator or Faculty member responsible, evidence of adequate insurance with the Office of the Treasurer.

APPENDIX G


KIWANIS DRIVE
A
PARKING
LAKE PLACIDA
COLLEGE AVE.
ALPHA DRIVE
BAUGHER AVE.
CEDAR STREET
ATHLETIC FIELD
PARKING
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CAMPUS PARKING LOT ASSIGNMENTS

a. Kiwanis — all college
b. APEC — all college
c. BSC — commuting students, white; faculty, admin., yellow lines.
d. BSC — North and South, faculty admin.
e. Brinser — resident students
f. Alpha Drive & Parking Lot Areas — faculty, admin., yellow; resident students, white
g. Cedar St. Ext. — resident students
h. Ober — all college
i. Business Bldg. — faculty, admin.
j. Gibble — faculty, admin.
k. Cafeteria — Cafeteria staff only
l. Church lot — all college, white lines only
* Loading Zones

1. Alpha Hall
2. Alpha Annex
3. Alumni Physical Education Center
4. Baugher Student Center
5. Brinser Residence
6. Business Building
7. Esbenshade Hall
8. Fairview Hall
9. Gibble Science Building
10. Infirmary
11. Living-Learning Center
12. Myer Residence
13. North, South, Center Halls
14. Ober Residence
15. Rider Memorial Hall
16. Royer Residence
17. Social Science Center
18. Schlosser Residence
19. Zug Memorial Library

ATTACHMENT H

CONFIDENTIAL REFERENCE

From:

Placement Office
Elizabethtown College
Elizabethtown, Pa. 17022

Reference for:

We appreciate your appraisal of the qualifications of the above person. Your statement will be part of his/her permanent record. It is confidential and made available only to employing and/or graduate school officials.

SINCE THIS FORM WILL BE REPRODUCED, IT IS NECESSARY THAT YOU EXERCISE GREAT CARE IN FILLING IT IN. WHAT YOU WRITE WILL BE PHOTOGRAPHED EXACTLY AND SENT TO PROSPECTIVE EMPLOYERS AND/OR GRADUATE SCHOOLS.

GENERAL EVALUATION: PLEASE WRITE SOMETHING SPECIFIC ABOUT THE STRENGTH AND WEAKNESS AND THE ABILITIES AND QUALIFICATIONS OF REGISTRANT.

(PLEASE TYPE OR USE BLACK INK)

Note from Placement Office:

As a part of this first and important step in planning a career upon graduation, we have asked each senior to submit Reference Forms to three or four professors of his choice who would know him and who would be in a position to evaluate his academic abilities.

We are insisting that at least two of these reference forms be submitted to a professor in the department of his major. This is important.

Plaease keep the following in mind: (1) If you are asked to write a reference for a person and you are not sure you know the individual well enough to do so, please decline the invitation and advise the person of this fact. (2) Return the confidential Reference Form directly to the Placement Office, once you have completed it. Do not permit the student to return it. Seniors have been instructed on the importance of this point.

Signed ________________

Position ________________

Address ________________

Date ________________

Telephone ________________

(DO NOT USE REVERSE SIDE)

ATTACHMENT I

Employment Authorization Form

Nonacademic Employees

This form is to be completed before the Personnel Office will begin to publicize any employment vacancy on campus.

Employment Position ______________________________

Supervisor of Department ______________________________

Salary Range ______________ Projected Date that Employee is Required ______________

Employee Classification (Please check one of the following boxes):

☐ Hourly ☐ Paraprofessional

☐ Other - Please indicate category ______________________

Do you want the prospective employee to take the Personnel Test? ____ Yes ____ No

Please list any special contractual stipulations or benefits in this space. If there are not any special conditions of employment, please write NONE in this space.

A job description for the employment position must accompany this authorization.

____
Signature of President
or
Executive Vice-President

____
Signature of Department Supervisor

____
Date Signed

____
Date Signed

If this form is signed by the Department Supervisor only, please indicate on the following line the date that the enclosed job description was approved by the President or Executive Vice-President: ______________
Date of Approval

APPENDIX J

ELIZABETHTOWN COLLEGE

CALENDAR

1974-1975

First Semester

September	3, 4	Faculty Meetings and Orientation
	4	Registration
	5	Classes begin--8:00 a.m.
October	17	Mid-term
November	27	Thanksgiving recess begins--10:00 p.m.
December	3	Classes resume--8:00 a.m.
	13	Classes end--10:00 p.m.
	16, 17, 18, 19, 20	Final examinations

Second Semester

January	6-10,13	Staff In-service programs
	13	Registration
	14	Classes begin--8:00 a.m.
March	4	Mid-term
	21	Easter recess begins--5:00 p.m.
April	1	Classes resume--8:00 a.m.
May	2	Classes end--5:00 p.m.
	3, 5, 6,7	Final examinations
	11	Commencement

1975 Summer Calendar

May	12-30	Summer term I (students may take one course) Conferences, workshops, etc.
June	9	Summer term II begins
July	11	Summer term II ends
	14	Summer term III begins
August	15	Summer term III ends

February 28, 1975

MEMORANDUM

TO: Faculty and Administration

FROM: Wayne L. Miller

You will find attached three additions to the Professional Manual.

The first is a correction. Our office has discovered that the statement on retirement benefits was omitted in the reorganization of the Manual. It is enclosed.

The second is a new car pool policy which was developed after consultation with both academic and administrative departments. This policy has been cleared through the Personnel Council.

The third addition on the Buckley Ammendment you received previously. Please place these in your Manual.

7. Retirement

Elizabethtown College participates in the retirement plan of the Teachers Insurance and Annuity Association of New York (TIAA). Unless previously affiliated with this plan in another institution, a new member of the faculty or a new administrator is not eligible to participate during his first two years. After two years at Elizabethtown he is eligible, and after three years participation is mandatory. The individual contributes 5% of his salary, which is withheld from salary checks, and the College matches this contribution.

TIAA provides a parallel retirement option in the College Retirement Equities Fund (CREF). Contributions made to CREF are invested in units of common stock and thus provide a variable income (TIAA provides a fixed income) upon retirement. Allocations of premiums between the two funds, may be made upon application to the Personnel Office at the option of the participant within a 25% to 75% range.

The faculty and administration of Elizabethtown College have covered employment under the Old Age and Survivors Insurance Act of 1950 (Social Security). The matched contributions of the College and the individual are over and above those contributed to TIAA.

Administrative Committee, February 12, 1975
Delete 5, p. 108, 109, 109a.

7. Car Pool Policy

a. College Car. A College car is available for use by faculty and administrative personnel on College business. Considerable savings can be achieved in departmental budgets by utilizing the College vehicle rather than one's personal automobile at 14¢ per mile. The charge for use of a college vehicle is determined by the College Business Manager.

(1) It is suggested that trips made by individuals in excess of a radius of 200 miles be taken via public transportation.

(2) Turnpike and parking fees shall be reimbursed.

(3) The College shall provide a vehicle for any employee who drives 20,000 or more miles per year on College business. These cars shall be placed in the motor pool during periods of vacation or such other items as not needed for the assigned use.

(4) Trips to and from downtown businesses and the Elizabethtown Train Station shall be reimbursed at the rate of 70¢ per trip when using private vehicles. This payment shall be made to individuals who make such trips on a regularly scheduled basis as a part of their job description.

(5) Our general insurance carrier demands that when individuals are requested to use their personal cars on College business for which they receive an expense allowance, the College should be sure that the primary car has the State required insurance. The carrier further recommends that the owner should carry insurance of $25,000 for property damage and $100,000/$300,000 for public liability. In some instances our basic requirement is that the insurance be at least the legal minimum which now is $5,000 for property damage and $10,000/$20,000 for public liability. Students without insurance may not be permitted to use their cars. Students must file, at the direction of the Administrator or Faculty member responsible, evidence of adequate insurance with the Office of the Treasurer.

(6) Excess Third Party Liability Insurance - All employees using their personal cars for College business are protected by an Excess Third Party Liability Policy. Under this policy the College carries an additional $1,000,000 protection. This coverage becomes effective after the owners underlying insurance of $50,000 for property damage, $100,000 for each person, and $300,000 for each occurrence on bodily injury.

An employee carrying less than the above underlying limits is self-insured between his present limits of insurance and the 50/100/300.

(7) Cars in the Car Pool are classified as follows:

(a) Class I (Permanently assigned)

A full size sedan is assigned permanently to the President.

A full size station wagon is assigned permanently to the Public Safety Department.

(b) Class II (General Car Pool Vehicles)

One 12-passenger van*

One full size station wagon (9 passenger)

One sub-compact vehicle

These cars will be assigned on a first-come, first-served basis, with priority given to those requests for travel in excess of 100 miles (round trip) if such requests are received within 72 hours before time of requested departure.

(c) Class III (Specific Use Vehicles)

One compact sedan - Admissions Office

Two four-door compact sedans - Development Office

These vehicles have been assigned to a specific department or individual in order to carry out assigned responsibilities. Whenever the car is not needed for these assigned responsibilities, it shall be returned to the Car Pool for general college use.

A report on the current recorded mileage of the abovementioned vehicles should be made to the Department of Public Safety on the first day of each month by the responsible department or individual.

Service as suggested in the Owner's Manual and any other necessary service is the responsibility of the department or individual assigned use of the car.

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*This vehicle to be deleted if Allied Health Department obtains similar vehicle (outlined in Class IV).

(d) Class IV (Priority Vehicles)

One sub-compact vehicle for Admissions Office

One van for Communication Arts Department

One van for Allied Health Department*

These vehicles will be assigned a maximum of two weeks in advance to departments other than those already assigned priority vehicles on a first-come, first-served basis.

8. Car Pool Procedures

a. The Public Safety Department will be responsible for scheduling maintenance and inspection of all vehicles in Class I, Class II, and Class IV.

b. The Public Safety Department will assume no responsibility for service and inspection of vehicles in Class III.

c. All Class II, III, and IV vehicles mentioned above will have "Official Use Only" front name plates.

d. The gas tank should be maintained at a proper level (1/2 tank) at all times. Gas is available at the Kiwanis Building (7:00 a.m. to 3:00 p.m. Monday through Friday) or by using the credit cards attached to the keys. At a service station the oil, water, and tires should be checked. Any malfunction should be reported to the Public Safety Office immediately upon your return. If you are on a trip repairs should be made by an authorized dealer.

e. The keys and credit cards for the car should be returned to the Public Safety Office immediately upon your return to campus. Credit card slips along with this mileage voucher should be returned with the keys.

f. The car should be returned to the Car Pool parking area immediately upon your return to Elizabethtown so that it will be available for anyone else to use.

g. The owner's card and insurance card are located in the glove compartment.

h. Any accident should be reported immediately to 367-1111.

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*This vehicle to be deleted if Allied Health Department obtains similar vehicle (outlined in Class II).

February 26, 1975

MEMORANDUM

TO: All Members of Community Congress

FROM: Wayne L. Miller

RE: Professional Manual

The attached paper on Policy and Procedures on Family Education and Privacy Act of 1974 is for insertion in the Professional Manual.

Dean Zirkle will stay after Community Congress to discuss it with you.

I. Policy and Procedures on Family Education and Privacy Act of 1974 Including House Joint Resolution 40

1. Definitions:

As used in these guidelines, the following words or phrases shall have the meanings ascribed to them:

"Directory Information" - Would include the following student information placed in the student directory: student names, addresses, home towns, field of study, class, student number.

"Student" - All individuals who have matriculated at Elizabethtown College since Nomvember 19, 1974, and who are currently enrolled at said college.

"College Official" - The administrative officer who is in charge of the office where the official record is maintained.

"Official Record" - All records, files and data relating to the student, including material incorporated into a cumulative record folder, and intended for school use; specifically included herein are identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

"Authorized Person" - Individuals permitted to review an official record, upon compliance with the requirements of paragraph j. hereof.

2. Exceptions:

a. Private notes and other materials created by individual school personnel (teachers, deans, doctors, etc.) as memory aids will not be available to parents or students provided they are not revealed to another person.

b. Students may not directly inspect medical, psychiatric or similar records which are used solely in connection with treatment. Such records would be available to recognized professionals and paraprofessionals.

c. With respect to hearings provided for in the Buckley Amendment, the new amendments make it clear that parents' or students' contesting of a given grade is not a ligitimate objective of a hearing.

d. Students do not have the right to see financial records of their parents.

3. Policy and Procedures

   a. Review of students' records by individual students applies retroactively to comply with the guidelines set forth in the Family Educational Rights and Privacy Act of 1974. Students shall not have the right to see confidential letters and statements of recommendation placed in education records prior to January 1, 1975, provided that they are not used for purposes other than those for which they were intended. And students may waive their rights of access to confidential recommendations in three areas--admissions, job placement and receipt of awards. To protect students from wholesale abuse of such continued possibility of confidentiality, the amendments require that a student be notified of the names of all persons making confidential recommendations, if he does agree to waive his right of access. This notification would include not only those individuals suggested by the student as possible reference, but also any others solicited by the institution or volunteering their comment.

   b. With regard to letters of recommendation for a student at Elizabethtown College, two further clarifications are included. The use of confidential recommendations is limited solely to the purpose for which they were specifically intended. Such recommendations should not become a part of the student's on-going file and serve as a basis for continued official decision-making for purposes other than for which letters were originally submitted. Second, the "student" to whom the right of access belongs is defined as any person concerning whom the educational agency maintains education records or personal information, but does not include anyone who has not been in attendance at such agency or institution. This means that the rejected applicant for admission is not given the right under the Buckley Amendment to see and challenge his letters of recommendation, nor does the amendment give him the right to challenge the institution's decision not to admit him. Such a right accrues only to the individual who actually attends the institution. For the purpose of this definition, a student who is only auditing a course, but on whom the institution maintains a personal file, would be included in the Amendment's coverage.

   c. A student will, upon request, be given access to ALL his/her official records. Records obtained in the Admissions Office (D. Paul Greene, Director), Placement Office (James R. Hilton, Director), Health Center (Lauretta Hynicker, Director), Counseling Center (Kenneth Zirkle, Dean of Student Affairs), Registrar's Office (Donald L. Neiser, Registrar), Safety Office (Hugh W. Harris, Director), Student Affairs Office (Kenneth Zirkle, Dean) as well as all other student records controlled by college officials, will be open to inspection upon written request or orally by the specific individual in the presence of the appropriate college official.

d. Procedurally, the student may make a written request to see a specific official record; such request must be made to the appropriate college official; the college official shall grant such request within a reasonable period of time, but in no case more than 45 days after the request has been made.

e. No evaluative materials may be removed from any college files by the students. However, students are entitled to one (1) copy of photostat of any material contained in their file. Costs (10¢ per page) shall be the responsibility of the individual student.

f. The college official in charge of a particular student file may catalog materials as INACTIVE. At the discretion of the college official in charge, INACTIVE records remain in the file but need not be circulated. These INACTIVE records may be viewed by the student.

g. Students will be permitted to submit a written/typed rebuttal which will be placed in his/her file concerning any material contained therein.

h. The appropriate college official has the right to inactivate incorrect, defamatory, outdated, or unfavorable evaluative or opinion records in the file. The official has wide authority to make such judgment with or without the consent of the student affected or the person who submitted the incorrect, defamatory, outdated, or unfavorable information. A qualifying exception is where a student's records have been communicated to a person outside the institution (Elizabethtown College); e.g., a potential employer. The student then shall be given the opportunity to view and copy the unfavorable information before it is inactivated or destroyed.

i. A student may challenge the material contained in his/her file as to whether such material is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Once such a challenge is made in writing, it will be the responsibility of the college official in charge of the file to determine the validity of the challenge. The college official shall make a written response to the challenge of the student, specifying the action taken. Should a factual error be found in any materials, the college official is authorized to make the appropriate correction. If the matter cannot be resolved on the basis of the exchange of the student's rebuttal and the college official's response, the student shall be afforded an opportunity for a hearing before the college official. Such hearing shall be scheduled within 15 days of the college official's response, during which time no material contained in the official record shall be released to any third person who is not a member of the faculty or staff at the college. (See exception c.)

j. The college official in charge of a particular student file is the legally responsible person charged with the responsible care and protection of the file. The college official is responsible for the release of a student's confidential records only to an authorized person. Before records are released to an authorized person, the college official shall obtain a written consent from the student specifying the records to be released, the reasons for such release, and to whom the records are to be released; a copy of the records to be released are to be made available to the student. Each of these college officials shall publicize to whom and/or for what purposes their particular student records may be circulated. THE COLLEGE OFFICIAL MAY ONLY RELEASE THE STUDENT'S RECORDS UPON THE WRITTEN REQUEST/APPROVAL OF THE STUDENT AS NOTED ABOVE. ANY PERSON LOOKING AT THE STUDENT'S FILE MUST SIGN THE APPROPRIATE DOCUMENT STATING THE DATE, SIGN HIS NAME, AND STATE THE REASON FOR LOOKING AT THE INFORMATION WITHIN THE FILE. SUCH DOCUMENT TO BE SIGNED BY THE THIRD PERSON SHALL CONTAIN THE FOLLOWING NOTATION: "I UNDERSTAND THAT PERMISSION TO REVIEW THIS FILE IS CONDITIONED ON THE FACT THAT I SHALL NOT PERMIT ANY OTHER PARTY TO HAVE ACCESS TO SUCH INFORMATION WITHOUT THE WRITTEN CONSENT OF THE STUDENT."

k. The law enforcement records of a law enforcement unit associated with Elizabethtown College would be excluded if its personnel are not allowed access to a student's education records, and if its records on a student are used solely for law enforcement purposes and are only available to other law enforcement officials of the same jurisdiction.

l. Elizabethtown College has the right to send grades to parents as long as the student is classified as a dependent.

These guidelines shall be published in the appropriate student documents such as the handbook and the college catalog and be distributed to all agencies doing regular business with the college. Such agencies would include high schools and employers. In addition, the guidelines shall be published in the college newspaper and posted on a bulletin board in the Baugher Student Center.